

ESSENTIAL FUNCTIONS for Health Information Management programs including:

- Associate in Science degree in Health Information Management
- Medical Coder Certificate
- Associate in Science degree in Healthcare Informatics
- Healthcare Informatics Certificate

In order to achieve professional entry level competencies, students must possess or develop the following skills:

- 1) **Visual acuity** sufficient to view, read, and physically manipulate health record information in a variety of formats, including paper-based records, handwritten documentation, computerized data, and typed reports. Examples include the collection, validation, analysis, transcription, and reporting of patient-related documentation.
- 2) **Motor skills** sufficient to perform standard record filing and data input tasks, such as the physical manipulation of patient records and record content required for activities such as creating, abstracting, retrieving, filing, tracking, and purging medical charts. Students should also be able to utilize various computer hardware and software in accomplishing operational functions related to health information activities, i.e. using keyboarding, word processing, spreadsheets, database, and other types of medical record applications.
- 3) Written and verbal **communication skills** to permit effective and professional interaction with others. Examples include writing job descriptions, interviewing job applicants, conducting meetings and inservice presentations. An interpreter and electronic tools, such as email, may be used to facilitate communication for individuals with a hearing and/or speech impairment.
- 4) **Critical thinking (cognitive) skills** needed for problem solving and effective performance of standard health information (medical record) functions. Examples include the ability to interpret medical record content using knowledge of medical terminology and disease processes to accurately assign medical codes for financial reimbursement, listening and transcribing medical reports from physician dictation, abstracting data, and performing statistical computations and analysis of financial, clinical, and productivity data.