

Essential Functions

Health Information Management programs

- Associate in Science degree in Health Information Technology
- Medical Coder Certificate
- 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.

- 5) **Technology Skills** needed for Electronic Health Records (EHR) Proficiency: Given the widespread adoption of EHRs, specific training on navigating, utilizing, and extracting data from various EHR systems is crucial. Health Information Exchange (HIE) Knowledge: Understanding the principles of HIE and its impact on data sharing and patient care is essential. Training on data analytics techniques, data mining, and the use of big data in healthcare can significantly enhance employability.
- 6) **Coding Skills** need for ICD-10-CM/PCS/CPT Mastery: Emphasize in-depth knowledge of the latest coding guidelines and updates for both diagnosis and procedure codes. Consider offering specialized training in areas like oncology, cardiology, or orthopedics to increase career options.
- 7) **Regulatory Compliance Skills** needed for HIPAA and Data Security: Thorough training on HIPAA regulations, data privacy laws, and security best practices is essential to protect patient information. Adhering to coding guidelines is essential to avoiding fraudulent or abusive coding practices.
- 8) **Professional Development Skills** needed for Continuing Education: Pursuing continuing education credits to maintain certifications and stay updated on industry changes is a must. While in the program, opportunities for students will be encouraged to network with professionals in the field through guest speakers, site visits, and professional association meetings.