POSITION DESCRIPTION

REGISTERED HEALTH INFORMATION TECHNICIAN (R.H.I.T)

Reports To: Clinical Informatics Manager   Position Status: Exempt

Supervises: No One   Effective Date:

GENERAL SUMMARY

The Registered Health Information Technician (RHIT) is responsible to the Clinical Informatics Manager for the abstraction of medical records information and completion of the statistical reports required on NKC patients. This position is also responsible for serving as a corporate resource regarding ICD9/ICD10 Coding, for assisting in assuring NKC's medical records are in accordance with state and federal requirements, and Network data submission, and CROWNWEB/HIE support.

DUTIES and RESPONSIBILITIES

1. Abstracts the required medical information, monitors and maintains reporting of the End-Stage Renal Disease Medical Evidence Report (2728), and the notification of Death Report (2746).

2. Complies and reports End-Stage Renal Disease statistics on the NKC patient population on a monthly and annual basis.

3. Assists the CIS team in abstracting co-morbid data for claims capture.

4. Supports the Crown Web system/CMS review system and other processes through the HEI.

5. Completes the infow/outflow reports.

6. Operates office equipment such as telephones, computers, copiers, and faxes.

7. Updates patient information in the electronic records.

8. Participates in other corporate projects and on various corporate committees.

9. Performs other duties and responsibilities as may be required.

PLANNING

This position is responsible for compiling the information needed to complete the End-Stage Renal Disease (ESRD) Network statistics and reports so that the completed information is received by the Network in the time frames required.

SUPERVISION and COORDINATION

This position does not supervise other persons. It is responsible for coordinating information with other NKC personnel and with a variety of outside agencies.

EXTERNAL CONTACTS

The position has contacts with physicians, the ESRD Network, hospitals, labs, and others requesting information about the NKC patient population. These contacts are required to gather the required statistical information for the ESRD Network and to coordinate and perform Medical Records Department activities.

DECISIONS

The position is responsible to the Clinical Informatics Manager for the decision-making required to perform the duties and responsibilities on the position description. These are based on established NKC procedures and protocols, and on regulatory requirements.

JOB CONDITIONS and PHYSICAL EFFORT

1. Must be able to communicate effectively in English on the phone, in writing, and in person.

2. Must be able to use a computer keyboard, mouse, and pull down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training.

3. The duties that the RHIT performs do not substantially expose this person to adverse environmental conditions.

4. Physical activities require the ability to stoop, kneel, reach, walk, push, pull, lift, use fingers to manipulate items, grasp, talk, hear, and perform repetitive motions of the wrists, hands, and fingers.

5. The physical requirements include the ability to lift/move objects weighing up to 20 pounds occasionally, and lift/move objects weighing up to 10 pounds frequently.

6. Visual acuity is required to read, inspect data and perform other duties.

7. Washington State driver's license is required.

CUSTOMER SERVICE STANDARDS

All staff are responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; Show courtesy; Recognize customers' needs; Respect privacy.
2. **CONCERN:** Listen to customers; Express appreciation; Be non-judgmental; Take responsibility.
3. **CONFIDENCE:** Show a positive attitude; Take personal initiative; Inform; Educate and reassure; Provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; Maintain a professional appearance; Establish teamwork; Show professional competency.
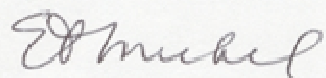
EDUCATION and EXPERIENCE

The Registered Health Information Technician has completed and accredited two-year program and obtained certification as an RHIT. The RHIT has at least one year of experience with ICD9/ICD10 Coding, medical records information abstraction, and multi-site medical records systems.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW and APPROVAL

_____   3/5-07_____
                                                                                          Date

_____   3/5/07_____
Vice President of Human Resources   Date