



**JOB TITLE:** Health Information Coordinator  
**DEPARTMENT:** Health Information  
**CLASSIFICATION:** Non-exempt

**REVISED:** 2/19

## **POSITION DESCRIPTION**

### **SUMMARY:**

The Health Information Coordinator is an at-will position that reports to the Director or Health Information. This position will be responsible for data entry activities, billing, data analysis, and record maintenance. The Health Information Coordinator will be responsible for processing and maintaining data and consumer records. This position will review consumer records to ensure completeness and accuracy. The Health Information Coordinator is responsible for posting charges and submitting billing data to insurance carriers and reviewing denials for maximum reimbursement of services provided. Additionally, this position will participate in ongoing staff training of electronic health record, HIPAA and Billing/Coding rules and procedures.

### **ESSENTIAL JOB FUNCTIONS:**

- Audit and analyze data found in the Electronic Medical Records
- Scan documents into Electronic Medical Records
- Post insurance and patient payments; Correspond with various providers and health care professionals
- Daily, weekly and monthly encounter reporting
- Coordinate and perform staff training for EHR, HIPAA, Billing/Coding and Registration Copy Medical Records for all programs
- Complete Incomplete Record Report
- Maintain Medical Record for all programs
- Purge medical records for all programs
- Use Microsoft Excel and Access to create graphs and charts
- Comply with attendance and punctuality policies, as well as all other Common Ground policies and procedures

### **RELATED JOB FUNCTIONS:**

- Assist with coordination of New Hire Orientation
- Share department's responsibility to achieve Key Performance Indicators related to service are met: Accurate/Clean claims will be submitted to insurance within 30 days of date of service 90% of the time, Medical records are mailed by Friday following receipt of request 90% of the time recorded calls received on the designated Medical Record phone line will be logged, reviewed and responded to daily 100% of the time
- Perform other job-related duties as assigned

**SUPERVISION:** None

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

#### **KNOWLEDGE OF:**

- Standard billing procedures
- Medical terminology and medical records policies and procedures
- HIPPA laws

#### **SKILL TO:**

- Type, enter data and file efficiently
- Operate office equipment
- Demonstrate accuracy and attention to detail
- Consistently exercise superior customer service skills with team members, individuals being served and vendors
- Demonstrate proficiency in relevant software and applications (i.e. Microsoft Word, Excel, PowerPoint and Outlook)



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**ABILITY TO:**

- Relate to a diverse population which includes a variety of age, economic and educational backgrounds
- Understand and follow verbal and written instructions
- Communicate effectively, both verbally and in writing
- Self-motivate, work independently and in a team environment
- Demonstrate strong interpersonal qualities with leadership capability

**REQUIRED EDUCATION AND EXPERIENCE:**

- High School diploma
- Minimum 1-year experience with data entry
- Minimum 1-year experience working in medical facility
- Minimum 6 months experience in medical records, insurance practices and procedures, and data analysis

**ESSENTIAL REQUIREMENTS:**

**Physical Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Environmental Working Requirements:**

Work is done in an office environment with exposure to computer screens. Assignments may require work to be done on an individual basis or in teams with members at various staffing levels. The work environment is that of a crisis center and may subject staff to behavioral and medical events that could be physically hazardous.

**Other Requirements:**

The ability to work various shifts and irregular hours to meet agency's needs; Attendance and participation in mandatory meetings and trainings.

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The agency may in its sole discretion fill this position on a full-time, part-time or contingent basis with the individual best fit to perform the essential functions of the job. The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Employees in this title are subject to a background check and a pre-employment physical.

Common Ground is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

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Employee Signature

Date

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Human Resources Witness

Date