

## Essential Functions – Health Information Technician

Function #	Essential Function*
<b>Domain I. Data Content Structure and Standards</b>	
<b>Subdomain I.A Classification Systems</b>	
IA-1	Apply diagnosis/procedure codes according to current guidelines
IA-2	Evaluate the accuracy of diagnostic and procedural coding
IA-3	Apply diagnostic/procedural groupings
IA-4	Evaluate the accuracy of diagnostic/procedural groupings
<b>Subdomain I.B. Health Record Content and Documentation</b>	
IB-1	Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status
IB-2	Verify the documentation in the health record is timely, complete, and accurate
IB-3	Identify a complete health record according to, organizational policies, external regulations, and standards
IB-4	Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare
<b>Subdomain I.C. Data Governance</b>	
IC-1	Apply policies and procedures to ensure the accuracy and integrity of health data
<b>Subdomain I.D. Data Management</b>	
ID-1	Collect and maintain health data
ID-2	Apply graphical tools for data presentations
<b>Subdomain I.E. Secondary Data Sources</b>	
IE-1	Identify and use secondary data sources
IE-2	Validate the reliability and accuracy of secondary data sources
<b>Domain II. Information Protection: Access Disclosure Archival Privacy and Security</b>	
<b>Subdomain II.A. Health Law</b>	
II-A-1	Apply healthcare legal terminology
II-A-2	Identify the use of legal documents
II-A-3	Apply legal concepts and principles to the practice of HIM
<b>Subdomain II.B. Data Privacy Confidentiality and Security</b>	

IIB-1	Apply confidentiality, privacy and security measures and policies and procedures for internal and external use and exchange to protect electronic health information
IIB-2	Apply retention and destruction policies for health information
IIB-3	Apply system security policies according to departmental and organizational data/information standards
<b>Subdomain II.C. Release of Information</b>	
IIC-1	Apply policies and procedures surrounding issues of access and disclosure of protected health information
<b>Domain III. Informatics, Analytics and Data Use</b>	
<b>Subdomain III.A. Health Information Technologies</b>	
III-A-1	Utilize software in the completion of HIM processes
III-A-2	Explain policies and procedures of networks, including intranet and Internet to facilitate clinical and administrative applications
<b>Subdomain III.B. Information Management Strategic Planning</b>	
IIIB-1	Explain the process used in the selection and implementation of health information management systems
IIIB-2	Utilize health information to support enterprise wide decision support for strategic planning
<b>Subdomain III.C. Analytics and Decision Support</b>	
IIIC-1	Explain analytics and decision support
IIIC-2	Apply report generation technologies to facilitate decision-making
<b>Subdomain III.D. Health Care Statistics</b>	
IIID-1	Utilize basic descriptive, institutional, and healthcare statistics
IIID-2	Analyze data to identify trends
<b>Subdomain III.E. Research Methods</b>	
IIIE-1	Explain common research methodologies and why they are used in healthcare
<b>Subdomain III.F. Consumer Informatics</b>	
IIIF-1	Explain usability and accessibility of health information by patients, including current trends and future challenges
<b>Subdomain III.G. Health Information Exchange</b>	
IIIG-1	Explain current trends and future challenges in health information exchange
<b>Subdomain III.H. Information Integrity and Data Quality</b>	
IIIH-1	Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system
<b>Domain IV. Revenue Management</b>	
<b>Subdomain IV.A. Revenue Cycle and Reimbursement</b>	

IVA-1	Apply policies and procedures for the use of data required in healthcare reimbursement
IVA-2	Evaluate the revenue cycle management processes
<b>Domain V. Compliance</b>	
<b>Subdomain V.A. Regulatory</b>	
VA-1	Analyze policies and procedures to ensure organizational compliance with regulations and standards
VA-2	Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification
VA-3	Adhere to the legal and regulatory requirements related to the health information management
<b>Subdomain V.B. Coding</b>	
VB-1	Analyze current regulations and established guidelines in clinical classification systems
VB-2	Determine accuracy of computer assisted coding assignment and recommend corrective action
<b>Subdomain V.C. Fraud Surveillance</b>	
VC-1	Identify potential abuse or fraudulent trends through data analysis
<b>Subdomain V.D. Clinical Documentation Improvement</b>	
VD-1	Identify discrepancies between supporting documentation and coded data
VD-2	Develop appropriate physician queries to resolve data and coding discrepancies
<b>Domain VI. Leadership</b>	
<b>Subdomain VI.A Leadership Roles</b>	
VIA-1	Summarize health information related leadership roles
VIA-2	Apply the fundamentals of team leadership
VIA-3	Organize and facilitate meetings
<b>Subdomain VI.B. Change Management</b>	
VIB-1	Recognize the impact of change management on processes, people and systems
<b>Subdomain VI.C. Work Design and Process Improvement</b>	
VIC-1	Utilize tools and techniques to monitor, report, and improve processes
VIC-2	Identify cost-saving and efficient means of achieving work processes and goals
VIC-3	Utilize data for facility-wide outcomes reporting for quality management and performance improvement
<b>Subdomain VI.D. Human Resources Management</b>	
VID-1	Report staffing levels and productivity standards for health information functions
VID-2	Interpret compliance with local, state, federal labor regulations
VID-3	Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions

<b>Subdomain VI.E. Training and Development</b>	
VIB-1	Explain the methodology of training and development
VIB-2	Explain return on investment for employee training/development
<b>Subdomain VI.F. Strategic and Organizational Management</b>	
VIF-1	Summarize a collection methodology for data to guide strategic and organizational management
VIF-2	Understand the importance of healthcare policy-making as it relates to the healthcare delivery system
VIF-3	Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system
VIF-4	Apply information and data strategies in support of information governance initiatives
VIF-5	Utilize enterprise-wide information assets in support of organizational strategies and objectives
<b>Subdomain VI.G. Financial Management</b>	
VIG-1	Plan budgets
VIG-2	Explain accounting methodologies
VIG-3	Explain budget variances
<b>Subdomain VI.H. Ethics</b>	
VIH-1	Comply with ethical standards of practice
VIH-2	Evaluate the consequences of a breach of healthcare ethics
VIH-3	Assess how cultural issues affect health, healthcare quality, cost, and HIM
VIH-4	Create programs and policies that support a culture of diversity
<b>Subdomain VI.I. Project Management</b>	
VII-1	Summarize project management methodologies
<b>Subdomain VI.J. Vendor/Contract Management</b>	
VIJ-1	Explain Vendor/Contract Management
<b>Subdomain VI.K. Enterprise Information Management</b>	
VIK-1	Apply knowledge of database architecture and design

\*Taken from the Associate Level Curriculum Map of the American Health Information Management Association November 2014

**WESTERN TECHNICAL COLLEGE Health and Public Safety Division ESSENTIAL FUNCTIONS**

**Program Specifications – HEALTH INFORMATION TECHNICIAN**

<b>Physical Factors</b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Numbers</b>
Standing	◆		ALL
Walking	◆		ALL
Sitting	◆		ALL
Lifting			
10 lbs.	◆		ALL
20 lbs.		◆	
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Carrying			
10 lbs.	◆		ALL
20 lbs.		◆	
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Pushing/Pulling			
10 lbs.		◆	
20 lbs.		◆	
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Climbing		◆	
Balancing		◆	
Bending	◆		ALL
Stooping	◆		ALL
Crouching		◆	
Kneeling		◆	
Crawling		◆	
Running		◆	

<b>Physical Factors</b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Number</b>
Twisting		◆	
Turning		◆	
Jumping		◆	
Grasping-Firm/Strong	◆		ALL
Grasping-Light	◆		ALL
Finger Dexterity	◆		ALL
Reaching Forward	◆		ALL
Reaching Overhead	◆		ALL
Pinching		◆	
Simultaneous use of Hand, wrist, fingers (e.g. typing, data entry)	◆		ALL
Coordination			
Eye-hand	◆		ALL
Eye-hand-foot	◆		ALL
Driving		◆	
Vision			
Acuity, Near	◆		ALL
Acuity, Far	◆		ALL
Depth perception	◆		ALL
Accommodation	◆		ALL
Color vision	◆		ALL
Field of vision	◆		ALL
Face-to-face conversation	◆		ALL
Verbal conversation with others	◆		ALL
Public speaking	◆		ALL
Hear normal conversation	◆		ALL
Hear telephone conversation	◆		ALL

**WESTERN TECHNICAL COLLEGE Health and Public Safety Division ESSENTIAL FUNCTIONS**

**Program Specifications – HEALTH INFORMATION TECHNICIAN**

<b>Environmental Factors</b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Number</b>
Works indoors	◆		ALL
Works outdoors		◆	
Exposure to extreme hot or cold temp		◆	
Working at unprotected heights		◆	
Being around moving machinery		◆	
Exposure to marked changes in temperature/humidity		◆	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles (specify) (Ethylene oxid gas)		◆	
Exposure to toxic or caustic chemicals		◆	
Exposure to excessive noises		◆	
Exposure to radiation or electrical energy		◆	
Exposure to solvents, grease, or oils		◆	
Exposure to slippery or uneven walking surfaces		◆	
Working in confined spaces	◆		ALL
Using computer monitor	◆		ALL
Working with explosives		◆	
Exposure to vibration		◆	
Exposure to flames or burning items		◆	

<b>Environmental Factors</b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Number</b>
Works around others	◆		ALL**
Works alone	◆		ALL**
Works with others	◆		ALL**
Safety Equipment (Required to wear )			
Safety glasses		◆	
Face mask/face shield		◆	
Ear plugs		◆	
Hard Hat		◆	
Protective Clothing		◆	

\*\* Most tasks require independent work but usually in an open office setting when the work of one is dependent upon the completion of the work of another. Teamwork is essential.

**WESTERN TECHNICAL COLLEGE Health and Public Safety Division ESSENTIAL FUNCTIONS**

**Program Specifications – HEALTH INFORMATION TECHNICIAN**

<b>Cognitive/Mental Factors</b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Number</b>
Reasoning Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	◆		ALL
Interpret instructions furnished in oral, written, diagrammatic, or schedule form	◆		ALL
Deal with problems from standard situations	◆		ALL
Carry out detailed but uninvolved written or oral instructions	◆		ALL
Carry out one or two step instructions	◆		ALL
Mathematics Complex skills –Business math, algebra, geometry or statistics	◆		IIID1-2, IVA1-2, VIG1-3
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements	◆		IIID1-2, IVA1-2, VIG1-3
Reading Complex skills - Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings	◆		ALL

<b>Cognitive/Mental Factors</b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Number</b>
Simple skills - Comprehend simple instructions or notations from a log book	◆		ALL
Writing Complex skills – Prepare business letters, report summaries using prescribed form at and conforming to all rules of punctuation, spelling, grammar, diction and style	◆		ID2, IIIC2, VD2, VIC1-3, VID1
Simple skills – English sentences containing subject, verb and object; names and addresses, complete job application or notations in log book	◆		ALL
Perception Spatial – ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms		◆	
Form – ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line		◆	

**WESTERN TECHNICAL COLLEGE Health and Public Safety Division ESSENTIAL FUNCTIONS**

**Program Specifications – HEALTH INFORMATION TECHNICIAN**

<b>Cognitive/Mental Factors</b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Number</b>
Clerical – ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation	◆		ALL
Data Synthesizing	◆		ALL
Coordinating	◆		ALL
Analyzing	◆		ALL
Compiling	◆		ALL
Computing	◆		ALL
Copying	◆		ALL
Comparing	◆		ALL
Personal traits Ability to comprehend and follow instructions	◆		ALL
Ability to perform simple and repetitive tasks		◆	
Ability to maintain a work pace appropriate to a given work load	◆		ALL
Ability to relate to other people beyond giving and receiving instructions	◆		ALL
Ability to influence people	◆		ALL
Ability to perform complex or varied tasks	◆		ALL

<b>Cognitive/Mental Factors</b>	<b>YES</b>	<b>NO</b>	<b>Essential Function/s Number</b>
Ability to make generalizations, evaluations or decisions without immediate supervision	◆		ALL
Ability to accept and carry out responsibility for direction, control and planning	◆		Domain VI -all

A change in your ability to perform any of the Essential Functions must be reported to Joan Miksis, Associate Dean, (608) 785-9275, or to your instructor immediately.