Release of Health Information Specialist (Health Information Management)

Overview

Career Studies Certificate

PURPOSE: This program is designed to provide the technical knowledge and skills needed for employment as a release of health information specialist. Release of health information specialists assemble, process, and maintain medical records of hospital and clinic patients in a manner consistent with administrative, legal, ethical, and regulatory requirements of the health care system. Duties could include retrieving patient medical records, protecting the security of medical records to ensure that confidentiality is maintained, and releasing information to persons or agencies according to regulations.

OCCUPATIONAL OBJECTIVES: Release of health information specialists work in hospitals, doctors’ offices, insurance companies, and government agencies.

ADMISSION REQUIREMENTS: General college curricular admission

COMPUTER COMPETENCY REQUIREMENT: Students in this program must meet the college’s computer competency requirement by successfully completing ITE 115 or CSC 155. Students can also meet this requirement by passing the college’s computer competency exam administered in the testing centers on each campus, in which they will receive college credit for ITE 115. Students not passing the computer competency exam may retake the exam only once. Either ITE 115 or the competency test must be completed in the first semester or students may not progress to the second semester.

PROGRAM NOTES:

Student outcomes for the Release of Health Information Specialist Career Studies Certificate: Students who complete the career studies certificate will be expected to

- Recognize and implement professional policies and procedures related to the legal and ethical use of medical information;
- Interpret health record documentation using knowledge of anatomy, physiology, clinical indicators and disease processes, pharmacology, and medical terminology;
- Apply knowledge of major reimbursement systems in the United States to the preparation of universal billing claims; and
- Demonstrate behaviors and dispositions that are in accord with professional ethics and behavior, including integrity, respect for privacy, and commitment to professional growth.

GAINFUL EMPLOYMENT DISCLOSURE INFORMATION: Please see http://www.reynolds.edu/curriculum/gainful-employment-html/ge_info_221-152-02.html to access gainful employment disclosure information for this program.