

Health Information Management Occupations

Health Information Management (HIM) professionals manage, organize, and protect patient health information and medical records. They ensure that data is accurate, secure, and accessible for healthcare providers, administrators, and regulatory purposes. Their work is critical for quality patient care, compliance, and efficient healthcare operations.

Duties and Responsibilities (Points):

- Collect, organize, and maintain patient health records and medical data
- Ensure accuracy, completeness, and confidentiality of health information
- Classify and code diagnoses, procedures, and treatments for billing and reporting
- Manage electronic health records (EHR) systems and databases
- Monitor compliance with healthcare regulations, standards, and privacy laws
- Generate reports and statistics for healthcare providers and administrators
- Assist in audits, research, and quality improvement initiatives
- Provide support for patient information requests and data retrieval
- Train staff on proper documentation, coding, and data management procedures
- Implement policies and procedures to safeguard sensitive health information