HEALTH INFORMATION MANAGEMENT
SKILLS & QUALIFICATIONS

Listed below are some skills and qualifications particular to health information management that you may want to consider using in your resume if you haven't already. These may be tasks you learned in your classes or experienced in directed practice. Some of these sentences have similar meanings and are just phrased a bit different.

- Expertise in ICD-9/10-CM, CPT, HCPCS, SPGs, Severity of Illness Indications
- Able to abstract information for ease of use
- Able to collect, integrate, analyze and disseminate health related data
- Able to retrieve, compile & present accurate data
- Manage files paper and electric (scan, pull, file, audit, respond to requests, track)
- Able to research specific needs to insure compliance
- Able to analyze data in relation to licensing and accreditation standards
- Able to assure that confidential information is secured and released in accordance with legal, ethical, and institutional requirements
- Understand state regulations as they relate to health information
- Aware of public laws that are administered and operate within each state
- Can interpret legalities - rules & regulations
- Competent in Medical Terminology, Anatomy & Physiology, Pharmacology, Diagnostic Methods, Disease & Injury Processes and Clinical Lab Tests & Values
- Understand the Quality Improvement Process
- Certified in CPR and First Aid
- Diversity training
- Able to relate with individuals of diverse professional and cultural backgrounds
- Medical Transcription
- Office skills include: keyboarding (___ wpm), 10 key (___ spm), filing, reception, etc.
- Computer skills include: _____
- Customer service skills (problem solving, listening, public contact, conflict resolution)

Sample Resume Phrases

- Training in organizational management theory and HIM department practices and human resource management techniques

- Proficient in data analysis of quality and clinical resources appropriate to the clinical setting including database management, coding compliance using coding or payment systems to ensure cost-effectiveness of services rendered

- Training in performance improvement processes to ensure quality data is generating consistent, timely information

NOTE: If you have worked in a business or medical environment, either in the office or as a C.N.A. etc. list all your duties and then pick from those several tasks that you can put in a skills section or in the job write up.