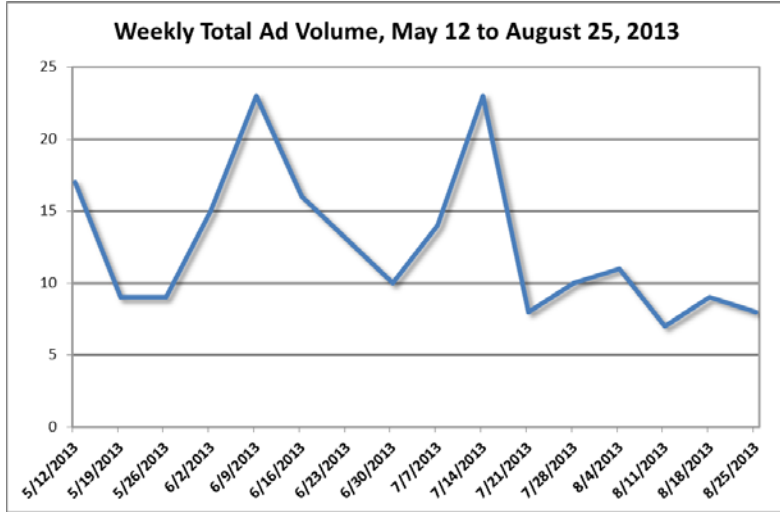


CUNY CAREERPATH

REAL-TIME REPORT & SAMPLE JOB ADS

Health Information Technician

SEPTEMBER 2013



Ad Volume. Over the past sixteen weeks, an average of 13 Health Information Technician¹ jobs per week has been posted in the metro area. Demand was highest in the weeks of June 9 and July 14, with 23 job ads, and lowest in the week of August 11, with seven ads. Compared to previous weeks, demand was low during the second half of July and in August. Because this was a keyword search, a longer time series is not available.

NOTE: The remaining narrative and tables in this report contain the results of a search of online ads over the past three months, from June 13 to September 10, 2013.

Other titles. The most commonly advertised job titles were Credentialing Specialist, Patient Care Coordinator, Patient Registrar, Credentialing Associate, System Credentialing Specialist, and Credentialing Manager.

Job Location. The largest number of job postings was in New York City (including Brooklyn and Jamaica). Job developers should continue to prospect employers in New York City, but be aware that additional opportunities exist on Long Island, in Westchester and Rockland Counties, and in New Jersey. Career advisors should consult their customers to see if they are willing to travel outside New York City for employment.

Hiring Difficulty. Wanted Analytics scores occupations according to a “hiring scale,” which takes into account the number of current workers in the occupation, the number of employers hiring, local unemployment rates, and pay that is offered, among other factors. According to this scale, health information technicians are *moderately easy* for employers to recruit and hire. The average posting period is 38 days.

Skills, Tools, and Technologies. The most mentioned skills, tools and technologies were accounts receivable, hearing aids, catheters, medical billing, and ICD-10/ICD-9.

New York	83
New York	42
Brooklyn	8
Melville	6
Suffern	4
New City	3
Scarsdale	3
Medford	2
Garden City	2
Carmel	1
Jamaica	1
New Jersey	73
Lakewood	9
Jersey City	8
Livingston	8
Somerset	6
Edison	4
Morristown	3
Upper Saddle River	2
Denville	2
Manahawkin	2
Wayne	2
Total (2)	156

¹ This report is based on a search for the keywords “Health Information Clerk,” “Patient Registrar,” “Credentialing Specialist,” “Patient Care Coordinator,” and “EHR Implementation Specialist.”

Industry	Volume
Health Care and Social Assistance	26
Kidney Dialysis Centers	9
Home Health Care Services	6
Offices of Dentists	3
All Other Miscellaneous Ambulatory Health Care Services	2
Homes for the Elderly	1
Other Residential Care Facilities	1
Nursing Care Facilities	1
Offices of Physicians (except Mental Health Specialists)	1
Freestanding Ambulatory Surgical and Emergency Centers	1
Specialty (except Psychiatric and Substance Abuse) Hospitals	1
Administrative and Support and Waste Management and Remediation Services	20
Temporary Help Services	10
Executive Search Services	6
Employment Placement Agencies	3
Telephone Answering Services	1
Retail Trade	6
All Other Health and Personal Care Stores	6
Finance and Insurance	4
Direct Health and Medical Insurance Carriers	3
Insurance Agencies and Brokerages	1
Professional, Scientific, and Technical Services	1
Administrative Management and General Management Consulting Services	1
Unclassified & Other	99
Total	156

Certifications. The most frequently mentioned credentials include Certified Registered Nurse (RN), Ambulatory Care Nursing (AC), Certified Provider Credentialing Specialist (CPCS), Health Insurance Portability and Accountability Act (HIPAA), and Provider Credentialing Specialist.

Wages. Of the ads specifying salary ranges, a majority offered between \$47,650 and \$58,250 per year.

Industry. Positions for health information technicians were concentrated in kidney dialysis centers followed by home health care services and offices of dentists. Additional jobs are provided by employment intermediaries, such as temporary help services and executive search services. More than half of the job postings were not classified by industry.

Online advertisers. The websites advertising the most job openings for health information technicians were backpage, craigslist, CareerBuilder, Beyond.com, and Regional Help Wanted. Career counselors and jobseekers should add these sites to their list of resources if they do not consult them already.

Employers. Most ads appearing in this past quarter did not include employer names. Employers with more than one ad are shown on the next page. The employers with the most ads were Fresenius Medical Care, Execu|Search, Saint Barnabas Medical Center, and Office Team. For the purpose of comparison, the employers that advertised in the previous quarter appear in the table on the right.

CURRENT QUARTER

Advertiser	Volume
Fresenius Medical Care	20
Execu Search	7
Saint Barnabas Medical Center	6
Office Team	6
Audiology Distribution dba HearUSA	3
Total Hearing Care	3
Connect Hearing	3
allied dental	3
Catholic Health Initiatives	2
American Outcomes Management	2
Protocol	2
Bon Secours	2
Total (39)	156

PREVIOUS QUARTER

Advertiser	Volume
Hospice of New York	5
Stony Brook University	5
NewYork-Presbyterian/Columbia	4
Fresenius Medical Care	4
Cornell Medical College	3
Execu Search	3
Practicalhealthcare Management Inc.	3
Beltone Hearing Aid Center	2
Audiology Distribution dba HearUSA	2
Department of Veterans Affairs	2
Office Team	2
Cornell University	2
Total	117

SELECTED JOB ADS

Patient Coordinator (Colen MD Plastic Surgery Suite LLC)

General Info

Employer: Colen MD Plastic Surgery Suite LLC

Location: New York, New York

Occupation: Medical Secretaries

WANTED ID: 338042987

First Posted: August 03, 2013

Last seen: August 15, 2013

Additional Info

Salary: \$44,000

Job Type: Full-Time

Diversity friendly: Unknown

Description

As the Patient Care Coordinator this individual manages the front desk and is the first point of contact when a patient calls the practice and then walks into our office. We consider the Coordinator the most important individual in our practice. The position as it states in the job title "coordinates" all of the necessary details for a patient when being treated in our office, and plays a significant role in ensuring all patients have a positive experience with us. You will answer the phone, schedule patients i.e. managing the schedule for all three doctors, greet patients as they arrive and check them out when they leave. The Patient Care Coordinator also provides administrative support to all three doctors and is the liaison between the patient and the doctor treating them. She also keeps accurate and up to date information in computer data system on each patient that signs in.

References

Site: LinkedIn

URL: <http://www.linkedin.com/jobs?viewJob=&jobId=6697460>



Medical Records Coder Cert (North Shore Long Island Jewish)

General Info

Employer: North Shore Long Island Jewish
Location: Glen Cove, New York
Occupation: Medical Records and Health Information Technicians
WANTED ID: 330141835
First Posted: July 12, 2013
Last seen: 2 Days Ago

Additional Info

Salary: \$50,000
Job Type: Full-Time
Diversity friendly: Unknown

Description

Medical Records Coder-Cert. As the Certified Medical Records Coder, you will perform coding and abstracting duties to assure accurate completion of coding for all assigned patient records. You will also log all discharges into the computerized Discharge Log, enter specific data elements and verify the discharge physician for all coded records. Further, you will serve as an onsite resource for both inpatient and outpatient coding issues and maintain an understanding of both Inpatient and Outpatient Prospective Payment Systems. Job Responsibilities Include: Analyzes and interprets the medical record in its entirety to ensure accurate, complete and consistent selection of diagnoses and procedures to assure the production of quality healthcare data and accurate facility payment. Applies the Uniform Hospital Discharge Data Set definitions as well as any additional regulatory guidelines and/or coding references (Coding Clinic, 3M references) to select the principal diagnosis, secondary diagnoses, and all significant procedures as documented in the medical record. Reports diagnoses and their associated Present on Admission Indicator (POA) and procedures in accordance with the established International Classification of Diseases 9th Revision Clinical Modification (ICD-9-CM) Official Guidelines for Coding and Reporting. Reports a discharge disposition for all records as required and in accordance with the Centers for Medicare and Medicaid Services (CMS) rules and regulations. Assigns and reports all other data elements required for (Statewide Planning and Research Cooperative System) SPARCS data collection. For outpatient encounters, applies coding conventions and official coding guidelines approved by the Current Procedural Terminology (CPT) rules established by the American Medical Association (AMA), and any other official rules and guidelines established for use with the mandated outpatient procedure code sets. Applies and adheres to Outpatient Prospective Payment System (OPPS), APC foundations and the use of Correct Coding Initiatives (CCI) edits during CPT procedure selection. Logs all discharges into the computerized Discharge Log, enters specific data elements and assigns appropriate discharge physician. Analyzes medical records for completeness of documentation and contacts physicians for clarification for any incomplete/ambiguous or conflicting documentation. Assist in the education of physicians and other clinicians by advocating proper documentation practices, further specificity, and re-sequencing and inclusion of diagnoses or procedures when needed to more accurately reflect the acuity, severity and occurrence of events. Serves as an onsite resource for CPT-4 and ICD-9-CM coding concerns. Attends and participates in required hospital education programs in order to maintain and enhance their coding skills and stay abreast of changes in codes, coding guidelines, and regulations. Demonstrates the correct use of the automated medical record tracking system. Maintains the minimum data standards for accuracy and productivity as defined by the facility. High School Diploma or equivalent, required. In Patient Coding: Certified Coding Specialist (CCS) credentials, required. Out Patient Coding: Certified Coding Specialist (CCS) or Certified Professional Coder (CPC) or Certified Coding Specialist-Physician, required. Minimum of two (2) years prior coding experience in an acute care setting, required. Thorough knowledge of ICD-9-CM, CPT-4, HCPCS, and DRG coding and classification systems, required. Our Culture Transforming care, optimizing patient satisfaction and creating better patient outcomes are just some of the things our talented team members are doing at North Shore-LIJ each and every day. As a culture committed to providing

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our customers with the highest quality service, we stand behind our core values: Patients first; Caring; Excellence; Innovation; Integrity and Teamwork. It is our commitment and our culture that sets us apart from others and is the cornerstone of everything we do. Join an organization whose team members are valued, cared for and offered continuous opportunities to grow. Click on the link to learn more about us: Please note: North Shore-LIJ is a smoke-free environment. Smoking and the use of tobacco products is strictly prohibited anywhere on campus, including parking lots and outdoor areas on the premises. Free smoking cessation programs and quit medications are offered to team members who wish to quit through the North Shore-LIJ Center for Tobacco Control.

References

Site: JobNetwork

URL: <http://www.newyorkjobnetwo...ove,-ny-jobs-j4172784.html>



Medical Front Office Bilingual Russian Speaking Patient Care Coordinator (Audiology Distribution dba HearUSA)

General Info

Employer: Audiology Distribution dba HearUSA
Location: Brooklyn, New York
Occupation: Medical Secretaries
WANTED ID: 345012693
First Posted: August 21, 2013
Last seen: Yesterday

Additional Info

Salary: \$29,120
Job Type: Full-Time
Diversity friendly: Unknown

Description

Medical Front Office - Patient Care Coordinator who speaks Russian Yiddish and English needed for busy hearing health care office. Position is full time, 40 hours per week, to coordinate patient scheduling, reception and office duties, along with assisting in marketing and sales efforts. Experience in a medical setting preferred. Job Requirements Applicant must be Bilingual Russian Yiddish speaking. General office, word, excel computer skills needed. Excellent phone and organizational skills a must, along with the ability to multi-task, while maintaining a high level of professionalism. Will need to follow established office procedures, along with patient confidentiality and HIPAA regulations. Familiar with insurance procedures. Job Snapshot: Base Pay: \$12.00 - \$14.00 /Hour. Employment Type: Full-Time. Job Type: Admin - Clerical, Customer Service. Education: Not Specified. Experience: At least 1 year(s). Manages Others: No. Relocation: No. Industry: Healthcare - Health Services Required. Travel: Not Specified.

References

Site: CareerBuilder
URL: <http://www.careerbuilder.c...ob did=JHQ36K6CCG53DRGRKST>

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

SOURCE | NYCLMIS analysis of data from Wanted Analytics' Hiring Demand Dashboard, Talent Requirements, and Talent Sourcing applications.

