

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

HEALTH INFORMATION SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future supervisory positions which function as Health Information Supervisors. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory positions engaged for the majority of the time in the professional administration of medical records and the management of health information either (1) within a licensed hospital in the Department of Health Services, or (2) agency-wide for the Department of Corrections. Positions allocated to this classification must meet the definition of supervisor as defined in s. 111.81(19), Wis. Stats, and recommend hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate permanent employees.

C. Exclusions

Excluded from this classification are the following types of positions:

1. All positions not meeting the statutory definition of supervisor in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. All other positions more appropriately identified by other classification specifications.

D. Entrance into and this Classification

Employees enter positions within his classification by competition.

II. DEFINITION

HEALTH INFORMATION SUPERVISOR

Positions allocated to this classification spend the majority of time supervising medical records and related health information administrative functions in either a licensed state hospital or the largest and most complex non-hospital contexts. Positions allocated to this classification must meet one of the following allocations:

- (1) For a licensed state hospital, these positions are responsible for managing the medical records, including electronic health records, admissions and transcription functions. Positions oversee the quality and uses of patient medical records, and ensure that medical records and related health information collection, retention, organization, evaluation and dissemination activities meet institution needs and comply with statutory rules and professional standards pertaining to licensed and accredited hospitals and mental health care providers. Positions routinely manage the complex medical records typical of hospitalized persons, including overseeing insurance and third-party coding and billing issues for patient care.
- (2) In the Department of Corrections, Office of Records Management, this position has state-wide responsibility for managing offender medical records and the planning, implementation, coordination, monitoring and evaluation of the Department of Corrections health information program. This position provides medical record and health information consultation to correctional institutions, centers and agency divisions. As the Health Information Records Custodian this position ensures agency compliance with legal requirements pertaining to the health-related information of current and former incarcerated offenders.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective August 15, 1999 and announced in Bulletin CLR/SC-102. Positions within this classification had previously been classified in the Administrative Assistant series, which was abolished as part of the Professional Program Support Survey initiated by Bulletin CC/SC-55.

This classification was modified effective January 31, 2021 and announced in Bulletin DPM-0544-CC-SC-CC/SC to remove an unused allocation for a position at UW Madison and to make general language updates through the classification.

JMW
DLM/AMK/PCF
36820