



Essential Functions for the Health Information Management Technology Program

Examples of Necessary Activities (Not All-Inclusive)

Motor Skills

- Lift heavy objects (maximum 25 pounds)
- Use equipment and tools needed to carry out HIT functions
- Assemble and file medical records
- Move within confined spaces
- Reach above shoulders
- Reach below waist
- Type 40 -45 words per minute
- Manual dexterity
- Sustain repetitive movements

Visual

- Read medical records, coding manuals, policy and procedure manuals
- View computer screen
- Distinguish color

Mobility

- Stand for long periods of time
- Sit for long periods of time
- Twist
- Bend
- Stoop/squat
- Walk
- Work at fast pace for long periods of time
- Move around in file area and employee work areas

Critical Thinking Skills

- Identify cause/effect relationships
- Choose proper course of action based on regulations and policies/procedures
- Sequence information

Analytical Thinking Skills

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long-term and short-term memory

Interpersonal Skills

- Respond appropriately during stressful situations
- Adapt willingly to changes in the work environment
- Work effectively as part of a team or independently
- Respect differences with co-workers and physicians
- Establish rapport with co-workers and physicians
- Perform work according to quality and timeliness standards
- Be positive
- Be assertive
- Listen

Communication Skills

- Speak clearly and succinctly using the English language
- Hear normal speaking level sounds
- Communicate effectively with physicians, staff, and customers using the English language
- Perceive nonverbal communication
- Hear instructions from supervisors
- Hear communications on telephone

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