# What are the duties of a health information technician?

The following are common tasks of a Health Information Technician:[\n]

Maintains medical records for the patients and ensures the accuracy and accessibility of the records for continuity of care throughout the lifetime of the patient.[\n]

Uses computer applications to assemble and analyze patient data.[\n]

Stores protected health information in a manner that protects the confidentiality of the patients. This includes storage of physical records as well as electronic records.[\n]

Responds to inquiries from patients, prospective patients, visitors, physicians and other staff members in a courteous manner. Requires that appropriate release of information requirements are met.[\n]

Protects patient confidentiality by making sure protected health information is secured by not leaving PHI in plain site and logging off the computer before leaving it unattended.[\n]

Some RHIT professionals may also be responsible for performing billing and coding related job duties