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# Example of Health Information Management Job Description

Our innovative and growing company is looking to fill the role of health information management. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for health information management

* In conjunction with, and under the leadership of, the Regional HIM Director, serves as a liaison between the HSC and Facility Leadership, including the Medical Staff Leadership, building and maintaining strategic working relationships with the facility and department leadership (working through specific issues, committee meetings, monthly updates)
* Active participant, at times with the assistance of the Regional HIM Director, in preparing for or assisting with external agency (e.g., The Joint Commission, Board of Health) reviews of the facility
* May serve as the Facility Privacy Official, Records Management Coordinator, RAC Coordinator, and/or perform state reporting duties
* May serve, or serve in conjunction with the Regional HIM Director, on facility committees
* Performs productivity and quality monitoring and provides timely and consistent feedback to facility‐based HSC employees
* Responsible for ensuring facility‐based HSC staff schedules adequately support operational requirements established by the HSC Leadership team and executed Service Level Agreements (SLA)
* Monitors facility HIM operations performance as outlined in HSC policy and SLA
* Provides assistance to the HSC Document Imaging Manager as it relates to facility based HSC document imaging staff
* Ensures all forms to be scanned into HPF are barcoded properly
* Assists the Regional HIM Director in the development of strategy, specific goals, objectives, budgets, and performance standards relative to the facility HIM operations

## Qualifications for health information management

* Coordinates training and education of facility based HSC staff
* Responsible for implementation of standardized policies and procedures, tools, resources, and educational Materials
* Annually reviews and updates the facility Legal Medical Record Inventory
* Responsible for operational activities relating to facility HIM functions
* 15+ years of experience in Health Information Management
* CDIP (AHIMA) credential preferred