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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. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for health information management

* Management, operational assessment, action planning, and staff education
* Assists the HSC Leadership with planning, preparation and integration of facility HIM
* Functions/processes into the HSC
* Participates in key communication efforts with HIM personnel, facility department leadership and
* Serves as a liaison between HSC leadership and the facility during deployment
* Works with SSD education in transitioning Medical Staff to Portal/HPF technology
* Acts as HSC Leadership contact with SSD Education and facility Medical Staff
* Responsible for facility based HSC operations, including but not limited to, tumor registry, trauma registry, processing of birth certificate/ paternity papers, record reconciliation, medical staff relationship management and hardcopy retrieval of medical records
* Establish effective working relationship with ancillary departments and managers to ensure optimal record management of inpatient medical records, including thinned record process and discharge record reconciliation
* Monitors facility HIM operations performance as outlined in HSC policy and SLA (Service Level

## Qualifications for health information management

* Strong understanding and knowledge of regulatory requirements
* Vendor (EPIC) certified or must attend and complete EPIC certification requires week long out of state travel for each course required for certification (minimum two courses)
* CDIP preferred
* A minimum of ten years HIM experience with recent and relevant risk adjustment experience
* A minimum of one year of consulting and/or management experience
* Physician office and/or payer experience preferred