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# Example of Health Information Management Job Description

Our company is growing rapidly and is looking for a health information management. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for health information management

* Assists in the development of strategy, specific goals, objectives, budgets and performance standards relative to the facility HIM Department
* Actively works all Facility HIM responsible HPF workflow Q’s according to established workflow
* Guidelines and schedules
* Q’s (as used by facility), Case Management Q, and Wait for Q’s (for all doc types)
* Performs productivity monitoring and provides timely and consistent feedback to employees and the Operations Director
* Responsible for ensuring employee work schedules for facility based HSC staff sufficiently meet those requirements as established by the HSC Leadership team and through executed Service Level Agreements (SLA)
* Serves as a liaison between the HSC Leadership and Facility Leadership
* May serve as the facility privacy official, records management coordinator and/or serve as the HSC liaison on other facility committees that may be related to HIM
* Serves as custodian of medical records for facility housed records
* Participates in facility and Shared Services teams, committees and/or task forces

## Qualifications for health information management

* Responsible for implementation of standardized policies and procedures, tools, resources, and
* Educational materials
* Builds and maintains strategic working relationships with the facility and department leadership
* Working through specific issues, committee meetings, monthly updates)
* Works collaboratively with Medical Staff and Facility Leadership to comply with standards and
* Guidelines enforced through the Medical Staff Bylaws/Rules and Regulations, (e.g., suspension of privileges)