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# Example of Health Information Manager Job Description

Our company is searching for experienced candidates for the position of health information manager. 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 manager

* Interprets and implements requirements related to the management of health information by external accreditation and regulatory agencies, Department of Health, Joint Commission on the Accreditation of Hospitals and Medical Staff Rules and Regulations
* Develops and administers policies, procedures, and programs relative to human resource management (hiring, evaluating, discipline, orientation, training, ) in the Health Information Management Department
* Provides leadership with resolving HIM issues
* Attend Hospital Compliance Meetings
* Interviews, makes employment decisions, evaluates and facilitates the development of new employees
* Develops, implements, and monitors capital and operating budgets for areas of responsibility
* Promotes effective departmental communication
* Maintains and protects confidentiality of patient information and position acquired HTPN information
* Manages large teams, or multiple smaller teams, of individuals, staff and leaders, including managing recruitment, retention, staffing plans, performance accountability, and annual performance management reviews
* Manages operational readiness of existing systems and services

## Qualifications for health information manager

* Degree in health policy, public policy, health informatics, accounting, finance, or a related field required
* 8 years’ experience working in health information technology or related field required
* Previous experience in a managerial role for a publicly sponsored health care or social service program, in health information technology, practice management, or government health policy is required
* Ability to participate, contribute, and / or develop business or operational strategies
* Ability to formulate, document and recommend new policies and procedures
* 2 years experience working with an electronic health record as an HIM Coordinator, HIM Supervisor or Department Manager of the Medical Record/HIM Department in an acute care hospital, required