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# Example of Health Information Manager Job Description

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

## Responsibilities for health information manager

* Develop and communicate action plans and assists in planning initiatives to address areas for improvement identified through data analysis and business expertise
* Develops detailed understanding of relevant business processes, goals and strategy of the solution management organization
* Lead the development and implementation of self-service data analysis through Business Objects or QlikView
* Participate in strategic and tactical plans for enhancements to data ware house capabilities
* Participate in decisions to drive strategic enhancements to reporting tools and infrastructure
* In collaboration with HIM management team, ensures that the daily operations of the HIM department meets organizational service needs
* Position manages staff engaged in all aspects of medical record maintenance
* Plans budget proposals and monitors control of budget expenditures
* Develops long range plans for work teams’ activities and monitor results to ensure compliance with expectations
* Monitors FTE’s and utilizes staff and other resources efficiently and effectively, within own department and collaboratively across HIM, including planning and communication work unit standards

## Qualifications for health information manager

* Develop leadership capabilities in supervisors, business analysts and team members
* Communicates expectations to supervisors and oversees the activities of supervisors in areas that include staffing, employee discipline, training, evaluation, feedback, and recognition
* Represents HIM on organizational teams, committees, task forces, and assumes leadership roles as applicable
* Plans and delivers presentations to colleagues, customers, teams, Medical Staff members, Administration, or other audiences
* Assists in training and in-service education of residents, physicians, colleagues, students, and new employees in specific areas of assignment
* Enforces organizational and departmental policies and procedures, protects patient confidentiality, facilitates medical record access, ensures the integrity of the medical record, and maintains an attendance level appropriate for serving customers