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# Example of Information Management Specialist Job Description

Our company is looking for an information management specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for information management specialist

* Coordinate mass account maintenance with technology & the business
* Partner closely with our internal partners for account level maintenance and account closures within Private Bank or Private Wealth Management
* Various Support Desk Functions - PB CI Maintenance email box
* Point and/or project lead on various projects within PB/PWM relating to account level maintenance
* Identify process improvements or gaps internally that impact account maintenance
* Provide support and escalation for the CI Maintenance team in India
* Monitor chart delinquencies on a daily basis
* Accurately match transcribed patient reports to the correct patient care episodes
* Demonstrate ability to perform quality checking of imaged records by review of the Epic record to identify and correct image quality and indexing errors to ensure a complete and accurate medical record
* Demonstrate ability to access analysis workpools in Epic

## Qualifications for information management specialist

* Able to work independently and different shift timings as per business requirement
* Takes responsibility for managing and achieving delivery to tight deadlines
* Understanding of multi-dimensional analysis, multi-currency experience
* Understanding technical router configurations and basic network design knowledge is an advantage
* Providing the project/customer with relevant data, information and knowledge to assist them in making informed decisions
* Engineering/IT/Science/Applied Science Degree or equivalent combination of training and experience