Example of Health Information Management Job Description

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Our growing company is looking for a health information management. 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 management

- Assist in the management of facility, SSC, Division, Group and Corporate customer relations for HIM initiatives
- Provide HIM operational support and guidance to the HSCs to create best practices and optimize performance
- Assist in development of health information management operational strategies for emerging technologies (e.g., EHR, EMPI, Analytics and Clinical Decision Support, computer assisted coding, consumer patient portal, Health Information Exchange, Enterprise Information Management, Information Governance)
- Provide subject matter expertise and strategy guidance on HIM topics (e.g., Transcription, MPI, ROI, Analysis, Data Requests, Document Imaging, Case Management, Record Retention/Destruction, Revenue Cycle, HIPAA Privacy, EHR, Electronic Information Management, Computer Assisted Coding, Health Informatics, Workflow, Legal Health Record, Data Standards, Unbilled Management)
- Practice and adhere to the Company's Code of Conduct philosophy
- Practice and adhere to the Company's Mission and Values
- Independently organize and lead multiple multi-disciplinary teams to develop and maintain toolkits
- Provide HIM coding operations support to the HSCs
- Manage, lead, and be accountable for HIM coding projects (e.g., I-10

- Provide subject matter expertise on HIM coding topics

Qualifications for health information management

- Assist in development of HIM coding tools, resources, and educational materials
- Assist in facilitating integration of HIM coding business objectives into IT&S product development
- Assist in the evaluation, selection and maintenance of vendor relationships for health information management coding operations products/services
- Provide HIM coding subject matter expertise and strategy guidance on HIM topics
- Participate in multidisciplinary teams as subject matter expert for special projects and initiatives that affect coding operations
- Maintain compliance with external regulatory entities to include governmental agencies and payers