Example of Health Information Management Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of 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

- Develop and deploy standards, policies and procedures, best operational practice models, tools, resources, and various educational materials for use of technology and other related initiatives to support HIM and EHR operational excellence and compliance
- Assist in defining system enhancement needs to maximize health information management efficiency and effectiveness related to Parallon HIM and the EHR
- Assist in facilitating integration of health information management operational and compliance business objectives into IT&S product development
- Provides subject matter expertise and facilitates activities with IT&S, in the identification and development and maintenance of new services, platforms and projects within the business intelligence (BI) environments
- Assist in the evaluation, selection and maintenance of vendor relationships for health information management products/services, , HIM Shared Services, Clinical Documentation, and Transcription
- Utilizes critical thinking skills to analyze data and reports to formulate conclusions and develop improvement strategies
- Utilizes all available official references, Coding Clinic, Official Coding Guidelines, to perform record audit and review
- Responsible for managing facility based HIM operations and staff including,

trauma registry, and processing of birth certificate/paternity papers as applicable
- Performs facility unbilled activities including physician query follow up, physician incomplete record follow up, collaboration with facility department leaders in monitoring and working unbilled reports, working the applicable HPF queues, working the applicable unbilled management reports and queues, (e.g., DET/eRequest, Bill 49) and management of HIM operations unbilled processes
- Works all facility HIM responsible HPF workflow queues (includes, but is not limited to, the Facility HIM Department Queue, all Coding Pend for Queues, Review Queues, Unknown Document Queue, Cancelled Accounts Queue and all Wait for Queues) according to established workflow guidelines and schedules

Qualifications for health information management

- Superior organization and planning skills Cerner experience preferred with system install experience
- 5 years minimum of progressive and current inpatient coding, auditing and healthcare reimbursement methodologies
- 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) and is responsible for facilitation and execution of physician notification processes regarding medical record documentation deficiency, delinquency, and physician suspension
- Provides HPF record completion and medical record viewing training and education to medical staff members
- Provides medical record viewing training and education to other clinical and ancillary personnel
- Primary facility contact for external agencies requiring on-site viewing of