

DIRECTOR OF HEALTH INFORMATION MANAGEMENT

DEFINITION

Under administrative direction, plans, organizes, and directs the Health Information Management division of Natividad Medical Center (NMC); interprets, develops and ensures compliance with applicable regulations and standards; coordinates the work of the division with other NMC divisions and County departments; provides expert professional assistance to hospital executives on medical record matters; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single-position management class that serves as a major division head within the County’s Natividad Medical Center hospital. The incumbent has overall accountability for the hospital’s health information management function. This class is distinguished from the next lower-level class of Assistant Director of Health Information Management in that the latter has less delegated authority. It is further distinguished from the higher-level class of Chief Operating Officer, which has broader authority over multiple hospital divisions.

EXAMPLES OF DUTIES

- 1. Plans, organizes, directs and controls the Health Information Management division of NMC, including confidentiality, information security, information storage and retrieval, and record retention as well as authorship and authentication of health record documentation, standardization of medical vocabularies, use of classification systems,, transcription and release of information.
2. Directs the personnel management activities of the division; guides subordinate supervisors in selecting, hiring, training and developing staff, including performance appraisal, documentation of deficiencies, planning performance recognition and preparing for disciplinary actions; participates in staff selection; trains, develops, supervises and appraises direct subordinates. Plans and implements disciplinary actions, working with Personnel and legal staff as appropriate.
3. Directs and participates in the development and implementation of policies, procedures and standards, including quality assurance activities.
4. Performs or supervises the evaluation of new or revised regulatory agency and industry laws, regulations and standards for applicability to the division; ensures that division activities comply with all requirements.
5. Represents the Health Information Management division to other divisions, other County departments and external agencies to coordinate activities, identify issues, resolve problems and share information.
6. Works with physicians and medical staff committees on issues pertaining to health information management, documentation problems and related matters.
7. Conducts and/or participates in a variety of staff and committee meetings, such as the Medical Record Committee; provides staff support.

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8. Evaluates staffing, equipment and supply needs; prepares justifications and assists the Chief Operating Officer in development of the division budget; reviews and recommends approval of expenditures; oversees provision of supplies and equipment.

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9. Prepares or reviews special studies, reports and documents; reviews and ensures proper completion of reports, records and other documentation.

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10. Performs other related duties as assigned.

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### **QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

#### Thorough Knowledge of:

1. Principles and practices of management, including planning and organizing work, delegating authority, motivating subordinates, appraising performance and administering discipline.
2. Principles and practices of medical records management, including coding and abstracting, reimbursement strategies, files management and transcription.
2. Functions and capabilities of computer-based medical records systems.
3. Applicable codes, regulations, standards and requirements, including JCAHO.
3. Administrative principles and procedures, including budget development, monitoring and justification.

#### Skill and Ability to:

1. Plan, organize and manage the work of others, directly and through subordinate managers.
2. Appraise performance, counsel and train employees, directly and through subordinate supervisors.
3. Evaluate and implement recommended disciplinary actions.
4. Establish policies, procedures, systems and standards for medical record management.
5. Prepare reports, memoranda and other written materials.
6. Analyze and resolve complex problems related to medical record management.
7. Communicate clearly and concisely, both orally and in writing.
8. Provide excellent public relations and courteous customer service; establish and maintain cooperative working relationships with others including physicians, nurses, administrators, managers, vendors, contractors and other health care industry personnel.

**REQUIRED CONDITIONS OF EMPLOYMENT**

Must possess national registration from the American Health Information Management Association (AHIMA), as either a Registered Health Information Administrator (RHIA) or a Registered Health Information Technician (RHIT).

Natividad Medical Center requires that all incumbents pass a pre-employment physical/medical assessment and background check.

Incumbent must be willing to work in an environment with potential exposure to potentially hazardous and infectious substances/organisms such as bodily fluid or blood, and occasional exposure to dust.

**EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Experience:

Four years of increasingly responsible work in a medical record department, including at least two years in a supervisory capacity;

and

Education:

Option I

Equivalent to a Bachelor's Degree in Record Management or a closely related field, from an accredited college or university.

or

Option II

Additional qualifying experience may be substituted for the required education.

**PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory requirements for this classification include:

1. Mobility and Lifting: Frequent sitting for extended periods of time; frequent standing; frequent lifting up to 25 pounds.
2. Visual: Constant ability to read information, including close up; constant ability to use a computer screen; frequent use of good overall vision, including color perception.
3. Dexterity: Constant eye and hand coordination and manual dexterity to write, operate a computer keyboard and finely manipulate small objects.
4. Hearing/Talking: Constant ability to hear normal speech; frequent ability to hear and talk on the telephone and in person.

5. Emotional/Psychological: Constant ability to make decisions and concentrate.

**CLASS HISTORY**

Class Code: 50T41  
Established Date: May, 1986  
Revised/Retitled Date: August, 1991  
March, 2007  
Former Title: Medical Records Director

**CLASS DATA**

Job Group: 07  
EEO Category: P  
Work Comp. Code: 8830  
Bargaining/Employee Unit: X  
FLSA: E  
MOCO OT: N

Prepared by: JB 3/07

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County Administrative Office

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Date