

Job Title: HIM Director

Job Type: Direct Hire

Pay Rate: Negotiable

Location: Houston, TX

Job Description: The Director of Medical Records is responsible for leading, enhancing, directing, organizing, monitoring, and controlling all operational services in the HIM Department to ensure cost-efficient and quality services. Additionally, this position is accountable for assessing, planning, developing, implementing, and coordinating strategies and tactics of the department to achieve optimal financial performance, cost efficiency, business growth, quality performance and market leadership. He / She will oversee 20 – 25 employees.

Minimum Requirements:

- Must have RHIA or RHIT though AHIMA
- Minimum of 3 years supervisory experience overseeing at least 15 employees
- Minimum of 5 years experience working within Medical Records
- Bachelor's degree