

JOB POSTING

HEALTH INFORMATION MANAGER 2752222004	When Filled	14617-P
JOB TITLE & POSITION NUMBER DCCP/Clinical Health & Prevention	CLOSING DATE 2223 West Loop South	JOB POSTING # TBD Based on qualifications
DIVISION/SECTION 8:00 a.m. - 5:00 p.m. Flex	LOCATION Human Resources 713-439-6195	SALARY
WORK HOURS -DAYS OFF	CONTACT PERSON & PHONE NUMBER	

POSITION REQUIREMENTS

1. EDUCATION-LICENSE-CERTIFICATIONS:

1. Requires at least Bachelor's Degree in Medical Records Administration/Health Information Management
2. Graduate level degree is required, preference toward MPH or MBA.
3. Registered Health Information Administrator (RHIA)

2. MINIMUM EXPERIENCE REQUIREMENTS:

1. At least 5 five years' experience in the Health Information Management field in Public Health or similar health care settings.
2. Minimum of two (2) years medical record management and supervisory experience with hands-on experience in personnel management, budget planning and fiscal control.

3. SKILLS AND/OR PHYSICAL REQUIREMENTS:

1. Knowledge of the federal and state laws regarding medical records, including confidentiality, retention
2. Knowledge of guidelines and laws regarding, release of information, including sharing of electronic records.
3. Skilled in composing complete, concise reports.
4. Ability to instruct personnel and enforce requirements regarding the implementation of record keeping policies and procedures.
5. Knowledgeable of information technology basic concepts including security or release of protected information.
6. Knowledge of security concepts for physical access controls.
7. Knowledge of project and contract management methods and techniques.
8. Ability to establish, apply and enforce the policies governing access and release of protected information.
9. Ability to develop and document strategic plans, operational plans and budgets, project management, development, and other project plans.
10. Ability to plan, organizes, prioritize and schedule workload to accomplish tasks and activities.
11. Ability to work in a team environment.
12. Ability to lead and facilitate groups and to lead, develop and motivate multidiscipline, cross functional high performance teams.
13. Ability to establish and maintain effective working relationships and to appropriately communicate information, including complex concepts in a non-technical manner, in written documentation and verbally.
14. Knowledge of current Medicaid, Medicare, health maintenance organization billing and reimbursement regulations.
15. Skills in using a PC in a Microsoft Windows environment
16. At least intermediate level skills in word processing spreadsheets, databases, project management tools and other business applications including but not limited to Excel, Outlook, PowerPoint and Word.
17. Skills in electronic medical record program development and management.

JOB DESCRIPTION: (attach additional sheet if necessary)

Performs administrative and management services related to health information/medical records within the HCPHES Clinic System. This position will be overseeing personnel supervision, program budget preparation and management, and daily operations of the HIS Program. This position is responsible for overseeing the transformation of the department's existing health information/medical record system to a comprehensive electronic health record (EHR). This position also serves as the HCPHES Privacy Officer and HIS Records Liaison Officer.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. P.L. 90-202 prohibits discrimination on the basis of age with respect to individuals who are 40 years of age or older. A bona-fide occupational qualification, business necessity or other legally permissible reasons should warrant any limitations in these areas expressed in this requisition.

UPON RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS ARE SCREENED FOR THE PRESENCE OF ALCOHOL AND ILLEGAL DRUGS.