



# Pershing Health System

## **DIRECTOR, HEALTH INFORMATION MANAGEMENT**

### **Job Summary:**

The Director of HIM/Medical Records directs and supervises the Health Information Department. The Director of HIM/Medical Records provides record expertise where needed to administration, the medical and professional staff, associates, customers and external agencies. The Director of HIM/Medical Records directs and coordinates all functions of medical records department in order to comply with all hospital, medical staff guidelines, State and Federal regulations.

### ***Supervisory Responsibilities:***

- Supervises the checking of charts for deficiencies. Reports physicians with delinquent charts according to the medical staff bylaws. Reports incomplete and delinquent charts to the Medical Records Committee and chairperson. Distributes changes of workloads, hours, overtime hours, salary adjustments, and evaluation of employees.
- Recruits, interviews, hires, and trains new staff.
- Oversees the daily workflow and schedules of the department.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees in accordance with company policy.

### ***Duties/Responsibilities:***

- Maintains a medical record system which assures complete, accurate and confidential records on all patients in the hospital. Maintains medical records in accordance with requirements of Pershing Health System, State and Federal requirements.
- Trains staff in coding, indexing, filing, preparing and displaying of information, transcription, medical terminology nomenclature and classification of diseases, and computer services including such related matters as hospital organization, goals, policies and practices, and medical records ethics, laws and regulations.
- Assist other departments with correcting issues related to lack of result reporting to providers and lack of charges dropping timely to improve workflow and efficiency as needed.
- Super-user for electronic medical record system
- Supervises and monitors the release of confidential information in accordance with rules and regulations.
- Compiles statistical information and registers pertaining to the medical records department, ancillary services, and other hospital statistical information as assigned or requested.
- Participates and represents the medical records department in various hospital committees and medical staff committees as assigned.
- Appears in court when subpoenaed to testify about the authentication of medical records.
- Monitors and oversees the requisition of supplies for the department. Recommends equipment needs to ensure efficient handling of responsibilities.
- Submits information to HIDI monthly.
- Provides diagnosis codes to the fiscal services department on a timely basis to expedite filing of insurance claims for patient services rendered as required by hospital and external agencies.

- Reviews non-covered charges list monthly to improve reimbursement.
- Provides staff education in regards to diagnosis and coverage to improve reimbursement.
- Performs other related duties as assigned.
- Adheres to the facility's Standards of Excellence.

***Required Skills/Abilities:***

- Thorough knowledge of accepted hospital medical-records practices including medical records ethics, classification, and nomenclature.
- Ability to interpret medical records department policies and procedures and to apply them in specific situations.
- Thorough knowledge of federal and state regulations and laws
- Knowledge of medical staff bylaws, rules, and regulations.
- Proficient with computer data entry and have high level problem solving skills.

***Education and Experience:***

- Education/Training: Bachelor of Science degree in Medical Record Administration/Health Information Management from an accredited school or Associate of Science degree in Medical Record/Health Information technology from an accredited school.
- Licensure/Certification: Registered Health Information Administrator or Registered Health Information Technician.
- Experience: RHIA or RHIT with two years' experience in medical records in a hospital setting with a minimum of one year supervisory experience required.

***Physical Requirements:***

- Prolonged periods sitting of at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.