

Director - HIM

Acadia Healthcare/Crestwyn Behavioral Health

Job Location: Memphis, TN

Full Time

JOB DESCRIPTION:

- Maintain department productivity, quality and efficiency for all processes within the department.
- Responsible for information governance to ensure facility-wide health data integrity, privacy, and security.
- Implement processes and systems to support accurate and complete medical record documentation.
- Oversee and assist with data collection, storage, retrieval, assembly, analysis, filing and retention of medical records/data.
- Prepare and analyze clinical data for research purposes, process improvement, utilization management, mandatory reporting, and more.
- Provide staff management to including hiring, development, training, performance management and communication to ensure effective and efficient department operation.
- Work with physicians to improve the quality of documentation.
- Work with coding staff to ensure accurate coding for reimbursement and clinical care.
- Oversee data collection, storage, retrieval, filing and retention of medical records/data.
- Audit records and data for accuracy, compliance and timeliness. Review results with administration, medical, nursing and clinical staff.
- Ensure documentation is filed in the medical records in an accurate and timely manner and ensure that the medical record is complete (including signatures) and closed within facility guidelines.
- Interface with inside/outside legal counsel regarding content of medical records.
- Work as liaison between facility and transcription vendor to ensure high quality, accurate, complete and timeliness of transcribed documents.
- Ensure HIM Key Indicators are tracked and reported monthly to the Performance Improvement Committee.
- Ensure State Reporting is accurate, complete and reported timely.
- May oversee and/or complete coding according to current ICD and/or CPT coding classifications.
- May serve as the facility Privacy Officer.

EDUCATION/EXPERIENCE/SKILL REQUIREMENTS:

- High school diploma or equivalent required. Bachelor's degree with specialization in health information administration preferred.
- Four or more years' experience managing/supervising a medical record department required.
- Two or more years of behavioral health experience preferred.
- Working knowledge in ICD-10-PCS and DSM IV coding systems required.

LICENSES/DESIGNATIONS/CERTIFICATIONS:

- Registered Health Information Technician (RHIT) required or ability to obtain within six months of hire date.
- Registered Health Information Administrator (RHIA) preferred.

FOR MORE INFORMATION/TO APPLY:

<https://recruiting.ultipro.com/ACA1001/JobBoard/f24b6286-a80b-4d02-e4e1-ad04762a00de/OpportunityDetail?opportunityId=4bce831b-5b08-4851-8c9e-76d747fe407e>