

# Director of Health Information Management

## Craig Hospital

Job Location: Englewood, CO

Full Time, Days

### POSITION SUMMARY:

The Director of Health Information Management (HIM) has the overall responsibility for planning, organizing and direction all functions, services and operations provided by Health Information Management Department. The Director is responsible for ensuring that all HIM policies and procedures are developed and implemented in accordance with all state and federal regulatory authorities, i.e: Colorado Department of Public Health and Environment, The Joint Commission (TJC), CMS, HHS, OIG, OSHA, etc. Oversees the Medical Staff and Allied Health Professional staff credentialing and reappointment process.

### POSITION REQUIREMENTS:

- **Licensure/Certification/Registrations:** Valid Colorado Driver License in good standing required. Registered Health Information Administrator (RHIA) certification Required.
- **Education:** Bachelor's degree or Master's degree in Science in Health Information Management/ Medical Record Administration
- **Experience:** 5-7 Years of Leadership and Management experience as a Registered Health Information Administrator (RHIA) is Required.
  - 5-7 years of supervisory experience preferred.
- **Skills & Abilities:** Demonstrate a working understanding of HIPAA regulations. Excellent organization and customer service skills. Ability to successfully handle multiple priorities and prioritize and schedule accordingly. Must be able to successfully and efficiently communicate with a variety of personnel. Advanced supervisory, team building, conflict resolution, and communication skills, both verbal and written required. Ability to determine or interpret work procedures for a group of workers, assigning specific duties to them, maintaining harmonious relations among them and promoting efficiency. Work collaboratively with other departments and physicians. Able to respond to crisis' and emergency situations appropriately. Ability to develop quality improvement programs and operational policies and procedures. Ability to use professional judgement to identify areas for improvement and participate in development of quality initiatives. Ability to maintain confidentiality in all aspects of the position. Proven analytical, problem-solving, and troubleshooting skills. Creative and able to be an "out of the box" thinker. Strong computer skills including Microsoft Office.

FOR MORE INFORMATION/TO APPLY: <https://pm.healthcaresource.com/cs/craighospital#/job/2712>