

# Director of Health Information Management

## PAM Health Specialty Hospital

Job Location: Sparks, NV

Full Time

### JOB DESCRIPTION:

The Director of Health Information Management is responsible for the overall management of medical records, coding, and health information processes including the development and implementation of health information policies and procedures. The Director of Health Information Management is consistent with policies and procedures as set forth by accrediting and regulatory agencies. Performs other related duties as assigned or requested. This is an exempt position.

### RESPONSIBILITIES:

- **SECURITY, CONFIDENTIALITY and RELEASE OF HEALTH INFORMATION:** Safeguards the confidentiality of patient records from unauthorized review or release. Provides oversight for the prompt and appropriate release of information tasks. Keeps abreast of federal and state law. Responds to court subpoenas as custodian of medical records and presents records in court when deemed necessary.
  - **HIPAA (Health Insurance Portability and Accountability Act):** Works to ensure compliance with HIPAA requirements. Participates in ongoing activities related to the development, implementation, maintenance of, and adherence to policy covering the privacy of, and access to, patient privacy practices
  - **CODING:** Serves as the coding specialist and/or oversees the assignment of the appropriate ICD-10-CM diagnostic and procedural codes to individual patient information for data retrieval analysis and claims processing. Queries physicians and/or oversees the query process when code assignments are not straightforward or documentation in the record is inadequate, ambiguous, or unclear for coding purposes. Abides by the standards of ethical coding as set forth by the American Health Information Management Association and adheres to official coding guidelines. When applicable, serves as key player in providing oversight in the appropriate assignment of Impairment Groups under the Preferred Payment System (PPS) for Rehabilitation and UDS data submission, as applies to rehab locations.
  - **REPORTING REQUIREMENTS:** Timely submits required data to the Center for Medicare and Medicaid Services (CMS).
  - **CHART AUDITS/COMPLIANCE:** Coordinates monthly interdisciplinary record reviews. Assists in performance improvement activities as recommended by QAPI Committee. Tracks, trends, monitors, and reports timeliness of physician documentation including the medical record delinquency number as per HIM policy/guideline to the QAPI Committee, MEC, and Governing Board.
  - **DOCUMENTATION AND RECORD COMPLETION:** Works with clinical staff, physicians, consultants, nurses, therapists, etc., to ensure documentation is in compliance with hospital, accrediting, and licensing guidelines and provides ongoing education to staff. Strives to help ensure timely record completion. Reports deficiencies and record completion compliance to appropriate supervisors. Responsible for the monthly calculation of the record completion rate reportable to Joint Commission and presents the data at the Medical Executive Committee.
- **STATISTICS:** Assists in maintaining accurate hospital statistics. Provides specialized statistical reports as requested.
- **OUTPATIENT PROCESSES:** Provides oversight to the outpatient health information processes to include coding and documentation requirements. Assists Administrator in other medical staff related functions. Assists in other functions deemed necessary or appropriate by Administrator and/or Corporate Director Health Information Management.

## **QUALIFICATIONS:**

### **Education and Training:**

- Prefers the Director of Health Information Management be a graduate of a Health Information Management program with subsequent passing of the registry examination (RHIA) or accreditation (RHIT), but not required.

### **Experience:**

- 1-3 year's experience in a supervisory role in a Health Information Management Department is required.

## **FOR MORE INFORMATION/TO APPLY:**

<https://recruiting.ultipro.com/POS1004PSMD/JobBoard/f20f7ac7-d71b-4434-8b90-fa1f0703f892/OpportunityDetail?opportunityId=73977763-c9a9-4627-8f79-f06ac2bd8b4e>