

Director of Health Information Management and Privacy Officer

Marshall Medical Centers

Job Location: Boaz, AL

Full Time/Days

JOB SUMMARY:

Under the general supervision of the CFO is responsible for strategically managing the daily operations of the Health Information Management Department. Oversees all functions within the HIM department including, but not limited to, coding, record processing and completion, record retention, transcription, abstracting, clinical documentation improvement, release of information, personnel management, and productivity management. The HIM Director is responsible for the coordination of the policies and procedures necessary to manage the Health Information services.

Key areas of responsibility include but are not limited to: Support of the Medical Staff, HIM coding compliance, analysis of records, CDI program, management of the Privacy Program, and continued development and implementation of privacy policies and procedures. The HIM Director manages personnel and coordinates schedules, training, and prioritization of workload while working collaboratively to achieve department and organizational goals. A primary responsibility is ensuring compliance with federal laws, state laws, applicable regulations related to Medical Records, and reporting requirements. The director must ensure policies and procedures meet the requirements of CMS, TJC, all regulatory agencies, all rules and regulations, and applicable bylaws.

EDUCATION/LICENSE/CERTIFICATION/EXPERIENCE REQUIREMENTS:

- Bachelor's degree in area of specialty preferred. Hospital HIM Director experience may be substituted for degree requirement.
- RHIT or RHIA with RHIA being strongly preferred
- A minimum of 5 years HIM department experience is preferred with 10 or more years being strongly preferred.
- A minimum of 3 years healthcare management experience is preferred with 5 or more years being strongly preferred.

FOR MORE INFORMATION/TO APPLY:

<https://pm.healthcaresource.com/cs/mmcenters#/job/3619>