

Manager - Health Information Management

Columbia Memorial Hospital

Job Location: Astoria, OR

Full Time/Days

JOB SUMMARY:

This position plans, directs, organizes, and controls the health information management functions and activities of the HIM Department, including recording, maintaining, and processing medical records for both inpatient and outpatient records in all CMH locations where patients are evaluated or treated. Supervises and plans the process improvement activities of the medical record. Responsible for the enterprise-wide release of medical information from the medical record or other sources of stored patient data including all written documents, computerized electronic information, radiology film and scans, laboratory reports and pathology slides, videos, audio recordings, or any other form of information regarding the condition of patients. Responsible for the periodic review and revision of the departmental policy and procedure manual and department staff management. Assists in coordination of information management planning and accreditation or regulatory compliance in cooperation with other hospital departments. Actively directs or participates in the evaluation, selection, and purchase of information systems for HIS and hospital-wide systems. Provides computer system and networking support and expertise in patient records to other departments as needed. Recruits, selects, and develops sufficient personnel to fulfill all health information management functions and to ensure full compliance with Federal and State laws and regulations.

As Privacy Officer, this position oversees all ongoing activities related to the development, implementation, maintenance of, and adherence to the organization's policies and procedures covering the privacy of, and access to, patient health information in compliance with federal and state laws and the organization's information privacy practices.

JOB REQUIREMENTS:

- Knowledge of/Skill/Ability to: Knowledge and experience in information privacy laws, access, release of information and release control technologies. Knowledge in and the ability to apply the principles of health information management, project management and change management. Demonstrated organization, facilitation, communication and presentation skills.

LICENSE/CERTIFICATION:

- RHIT required
- RHIA preferred

EDUCATION AND/OR EXPERIENCE:

- Associate Degree
- Bachelor Degree preferred
- Three years hospital experience and two years supervisory experience
- Five years hospital experience and two years management preferred.

FOR MORE INFORMATION/TO APPLY:

<https://pm.healthcaresource.com/CS/columbiamemorial/#/job/2663>