

Health Information Management (HIM) Operational Supervisor

UW Health

Job Location: Hybrid Remote Position in Wisconsin or Illinois
Full Time/Days

JOB SUMMARY:

The HIM Operational Supervisor is responsible for the day-to-day operations of the Health Information Management (HIM) department to include forecasting, organizing, scheduling, monitoring, and oversight of all department activities and continuous improvement. The individual is responsible for efficient and effective workflows, quality assurance, training, performance management and discipline of employees, interviewing, and hiring process, payroll, and issue resolution. The position is responsible for project management, including timelines, training, documentation of workflows, and successful implementation while maintaining documentation integrity. The individual develops and implements policies and procedures and participates in cross-functional teamwork and projects. The position originates and leads improvement activities to continually enhance the performance of the department and UW Health. The individual fosters an environment of accountability, innovation, learning and engagement for their staff. They are expected to serve as a mentor and coach to staff, other colleagues, and across the organization. An expert level of hardware, software, electronic health record, and medical knowledge is required.

RESPONSIBILITIES:

- Models the UW Health Way and communicates same to staff
- Directs, monitors, evaluates, and makes recommendations for continuous quality improvement
- Handles difficult and sensitive situations tactfully and responsibly
- Prepares and analyzes department statistics as required
- Ensures staffing requirements including overtime and flexing down based on operational needs to meet service level agreements
- Recruits, supervises, supports, and evaluates staff
- Disciplines staff and participates in corrective action, which may include termination when necessary
- Promotes and provides opportunities for professional development and continuous education
- Identifies and appropriately resolves conflicts
- Identifies the need for and facilitates continuing education for staff
- Identifies and provides appropriate resources for staff efficiency
- Identifies, plans, develops, implements, and enforces professional practice standards
- Utilizes technology to maximize efficiency, effectiveness, and safety of office environment
- Develops and maintains policies and procedures to ensure compliance with local, state, and federal laws regarding the healthcare record
- Identifies potential risk management situations and reports to appropriate authority
- Ensures compliance with facility's confidentiality and release of information policies and procedures
- Recognizes, interprets, and evaluates inconsistencies, discrepancies, and inaccuracies in medical dictation, and appropriately clarifies and/or reports them

QUALIFICATIONS:

Education:

- Minimum –
 - Associate degree in healthcare-related field.
 - Two (2) years of relevant work experience may be considered in lieu of a degree in addition to the experience below
- Preferred –
 - Associate degree or
 - College-level study leading to a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) certification by the American Health Information Management Association

Work Experience:

- Minimum –
 - Two (2) years of healthcare with progressively responsible experience managing or leading documentation services in a hospital and clinical environment
- Preferred –
 - Experience in a teaching/research facility is strongly preferred
 - Experience in the use of speech recognition products is strongly preferred

Licenses and Certifications:

- Preferred –
 - RHIA or RHIT

FOR MORE INFORMATION/TO APPLY:

https://eimy.fa.us6.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/requisitions/preview/19584/?keyword=Health+Information+Management+%28HIM%29