

# Director of Health Information Management

## Holly Hill Hospital

Job Location: Raleigh, North Carolina

Full Time/Days

### JOB SUMMARY:

- Directs and supervises the Health Information Department. Provides medical record expertise where needed to administration, the medical and professional staff, associates, customers, and external agencies.
- Oversees the HIPAA Privacy compliance program.
- Makes recommendations to hire, transfer, suspend, promote, discharge, assign, reward, or discipline employees for whom he/she are responsible for.
- Leads Clinical Pertinence Committee and implements performance improvement measures based on findings from trend analysis.
- Monitors productivity and quality of departmental services, ensures adequate coverage, and provides education to staff.
- Assists with preparation for Joint Commission and other surveys and audits as necessary.
- Ensures that medical records and related health information are collected, analyzed and maintained securely and in the best interests of the patient and the hospital.

### QUALIFICATIONS:

- **Education/Training:**

Bachelor of Science degree in Health Information Administration from an accredited school or Associate of Science degree in Medical Record/Health Information technology from an accredited school.

- **Experience:**

RHIA or RHIT with two years of experience in medical records psychiatric setting and a minimum of five years supervisory experience in a hospital setting, experience in a psychiatric hospital preferred.

- **Licensure/Certification:**

Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT).

- **Knowledge and Skills:**

- Knowledge of medical record processes and systems.
- Ability to remain current on external regulatory requirements including the CMS and Joint Commission standards.
- Possesses interpersonal skills necessary to relate to physicians, senior management, and other professional staff.
- Able to organize projects and work assignments and apply good management techniques when handling staff.

### FOR MORE INFORMATION/TO APPLY:

<https://jobs.uhsinc.com/holly-hill-hospital/jobs/240342?lang=en-us>