

JOB ANNOUNCEMENT

Position: Health Information Manager
Program: Health Information Services
Salary: \$26.42 - \$33.40 Hr. (Grade 25, Step 01-Grade 30, Step 01)
Supervisor: Director of Operations
Classification: Exempt
Location: Owyhee, Nevada

OPENS: April 11, 2022

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (I) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SUMMARY OF FUNCTIONS:

This position is located in the Health Information Management Department of the Owyhee Community Health Facility and performs such functions as planning, organizing, directing work, assist with administrative personnel matters, and accomplishing non-supervisory tasks and/or special assignments as required; and is to provide professional Health Information Management and oversee health information systems to ensure that the Owyhee Community Health Facility meet medical, legal and ethical standards of health information practices for all services provided.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Plans, directs and provides oversight for activities of the Health Information Management (HIM) Department. Manage and monitor the daily activities are being performed according to the department and organization goals and objectives; provide long and short range strategic planning and fiscal management; ensure effective communication throughout the department and organization; conducts evaluations of departmental activities to ensure current professional standards are met and makes recommendations for change when required; and assess the department utilizing baseline data and performance improvement studies to determine work efficiency and improvements.
2. Provides assistance, orientation and in-service training to OCHF departments and professional staffing regarding HIM services, policies, rules, regulations, clinical records structure, and documentation standards within the scope of the Electronic Health Record (E.H.R.). Stay abreast with applicable national, state, and Federal rules, regulation, policies and technologies relating to health information management practices.
3. Assist with managing and providing in-service trainings to professional medical staff on the use of OCHF health information application systems, i.e., RPMS, E.H.R., Laboratory, Radiology, RCIS, Scheduling, Registration, etc.. Monitor and ensure pertinent patient health data are collected, stored and governed for clinical and administration decision support. Provides overall management and maintenance of patient electronic health records.
4. Participates in organizational committees that address health information issues, quality management concerns and utilization review. Responds to data report requests by querying and retrieving data from the health information database and/or abstracting pertinent data from clinical records and other types of pertinent patient data for clinical, nursing, quality management, committees, etc.
5. Develop, implement and/or update policies and procedures in accordance to Federal, state, local and accreditation standards. Establish and monitor quality improvement activities for Health Information Management in conjunction with the organization's quality improvement program.
6. Will apply organization's strategic plan for establishing quality assurance activities within the department; and work with other departments with quality assurance activities to attain organization goals and objectives.
7. Serves as the HIPAA Privacy Coordinator for the organization. Develops, implements and or updates policies and procedures to comply with the HIPAA Privacy and Security regulations of medical records and health information contained in. Monitor and assist with processing health information releases of medico-legal documents according to rules and regulations set forth by Federal, State and local statutes and or ordinances. Makes

decisions on medico-legal record matters to include exercising certifying authority on correspondence and other documentation related to such matters.

8. Supervises employees to ensure that daily performance is appropriate to department and organization goals and objectives. Makes assignments to employees in an efficient and equitable manner to achieve quality performance. Provides instructions, explanations and performance evaluation. Advises workers of performance requirements and reviews work status progress on an individual or group basis. Addresses complaint issues, concerns, personnel issues, etc.
9. Provides routine work assignments such as reviewing/analyzing charts for completeness, subpoenas, archiving, assign codes, etc. as needed
10. Performs other related duties as assigned by supervisor.

KNOWLEDGE REQUIRED:

1. Knowledge and understanding of recognized reference standards for medical and legal requirements; regulatory and accrediting agency requirements to perform medical records analysis; and to evaluate the adequacy of the Health Information Management Program.
2. Knowledgeable in requirements of HIPAA and Freedom of Information Act, Tort Claims, and authority agencies about the release of sensitive and confidential information.
3. Knowledge of and skill in the application of established principles, concepts and techniques of medical records administration to perform recurring medical records administration assignments of a procedural and factual nature for which there are standard methods and practices.
4. Knowledge of medical terminology, anatomy and physiology and disease processes; medical procedures and diagnoses (is); ICD-10-CM, CPT and HCPCS coding, as well as DRG system.
5. Knowledge of basic functions, responsibilities and relationships of the various areas within medical records to assess and correlate data and verify information.
6. Knowledge of automated health information systems. Requirement to be adaptable to new and mandatory health information systems used.
7. Knowledge of statistics to access patient workload and establish quality controls.
8. Ability to provide in-service training on medical record procedures and various medico-legal requirements.
9. Knowledge of major accreditation standards such as AAAHC, JCAHO, etc.

EDUCATION AND WORK EXPERIENCE

1. Have an Associate's Degree in Health Information Management and 1 year supervisory experience working in health information management, or
2. Have a Bachelor's Degree in Health Information Management with 3+ years' experience working in a supervisory capacity and in health information management or medical records administration.

3. **Preferred:** a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) or must obtain within one (1) year from hire.

SUPERVISORY CONTROLS:

Incumbent functions under the Director of Operations supervision with considerable freedom over work assignments, planning and organizing workload procedures and practices available for the assignment, coordinating the work with others as necessary and interpreting policy. The employee and supervisor consult to reach mutual agreements on deadlines, new projects, reporting requirements and management approaches to the work.

The employee is responsible for independently planning the Health Information Management Program, resolving most of the conflicts which arise. The employee keeps the supervisor informed of potentially controversial matters or decisions which may have far-reaching implications.

The Manager assesses performance by evaluating the effectiveness of the Health Information Management Program in meeting statutory and regulatory agency requirements or expected results. The manager reviews completed projects, reports or recommendations for compatibility with organizational goals, guidelines and effectiveness of achieving intended objectives.

OTHER FACTORS INFLUENCING POSITION:

Guidelines: General guidelines are available including established procedures and regulations, although they are not completely applicable to every situation encountered. The employee uses judgment to interpret, select and adapt guidelines and precedents to specific problems, applies established policies and accepted practice in setting up new procedures; and recommends changes to procedures to improve the reliability of data, enhance services and correct deficiencies.

Complexity: The work includes a variety of duties that are different and unrelated to health information processes and methods. Assignments consist of a full range of operational problems involving aspects of medical records administration such as quality assurance, quality improvements, risk management, documentation requirements and case mix analysis.

The work involves the analysis and evaluation of a Health Information Management Program which requires consideration of a variety of factors and possible course of action to determine the correct solution or approach.

The work involves identifying problem conditions and elements that exist in medical records systems, analyzing the interrelationships of data entered from health information systems and sources and taking action to resolve conflicting data entries. The employee prepares specific instructions for ongoing operations or implements medical records policies designed by higher level personnel.

Scope and Effect: The purpose of the work is to perform a full range of health information administrative tasks to resolve problems, questions or situations and to plan, administer and oversee the implementation of standardized management and use of medical records. It involves

review and analysis of issues and operational processes and the formulation of recommendations on program improvements or changed operational procedures to meet health information management goals and agency objectives. The work affects the efficient development and use of medical records which provides medical information necessary to defend against legal claims, help research efforts, supports patient treatment and assures the efficient operation of the Health Information Management system and program. Patient contacts, direct and indirect, must take into consideration varying cultural and language differences which may require interpreters.

Incumbent must be a certified health information management professional and is required to hold current credentials with the American Health Information Management Association (AHIMA). Attends professionally recognized meetings, maintains required 2-year CEU's for maintaining professional credentials with AHIMA and to keep pace with new developments in the field of medical records and quality management.

Personal Contacts: Personal contacts consist of employees, supervisors and managers within the organization. Contacts with the public are conducted in a moderately structured setting.

Purpose of Contacts: The purpose of contact is to influence, motivate and negotiate with various individuals and groups to accept and compile established policies and regulations, and to help provide high quality health care. Persons contacted may be skeptical or uncooperative.

Physical Demands: The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as an office in a medical facility. There is adequate lighting, cooling, heat and ventilation in the work area.

Work Environment: The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as an office in a medical facility. There is adequate lighting, cooling, heat and ventilation in the work area.