

JOB ANNOUNCEMENT

POSITION: Health Information Manager

PROGRAM: Health Information Services

ACCOUNT CODE: 3000-150-6000

SUPERVISOR: Director of Operations

SALARY RANGE: \$25.62 per hour (**Grade: 26, Step 01**)

\$30.25 per hour (**Grade: 29, Step 01**)

CLASSIFICATION: EXEMPT

LOCATION: Owyhee, Nevada

OPENS: May 10, 2018

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 (l) 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

Special Considerations:

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal health data. This position has fiscal responsibility to the Owyhee Community Health Facility and must meet the conditions to be bonded. Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

SUMMARY OF FUNCTIONS:

This position is located in the Health Information Management Department of the Owyhee Community Health Facility, performing such functions as planning, organizing, directing and reviewing work, administrative personnel matters, accomplishing non-supervisory tasks and/or special assignments as required. The purpose of this position is to provide professional Health Information Services for the Owyhee Community Health Facility, with responsibility for the planning, coordinating, organizing and integrating health information services throughout the OCHF services.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Plans, directs and provides oversight for activities of the Health Information Services Department. Manages and ensures the daily activities are being performed according to the department and organization goals and objectives. The incumbent will be responsible for the departments long and short range strategic planning and fiscal management. Incumbent will 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.
2. Provides assistance and orientation to organization departments and services regarding health information management services, policies, rules, regulations, clinical records structure, and documentation within the scope of EHR. Provides in-services to staff on proper documentation. Keep updated with applicable national, state and federal rules, regulation, policies and technologies relating to health information. Participates in organizational committees which address health information issues, quality management concerns and utilization review. Responds to requests for studies by making available statistical data, gathering and assembling patient records, and other types of clinical patient data, for clinicians, nursing, quality management, committees, etc.
3. Ensures that policies and procedures are developed, established and implemented in accordance to federal and accreditation standards. Establishes and monitors a quality improvement program for Health Information Services in conjunction with the department and organization's quality improvement program.
4. Will follow the organization's plan for establishing quality assurance activities within the department. The manager will assess the department utilizing baseline data and performance improvement studies to determine work efficiency and improvements. The HIM manager will work with other departments with quality assurance activities to ensure that organization goals and objectives are attained.
5. Serves as the Privacy Act and HIPAA Coordinator for the organization. Assists in developing and implementing policies and procedures to provide for the security of medical records within the organization. Ensures that release of medico-legal documents conforms with rules and regulations set forth by Federal, State and local statutes. Makes decisions on medico-legal record matters to include exercising certifying authority on correspondence and other documentation related to such matters.

6. 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.
7. Provides routine work assignments such as reviewing/analyzing charts for completeness, subpoenas, archiving, assign codes, etc.
8. Performs other related duties as assigned by supervisor.

SUPERVISORY CONTROLS:

Incumbent functions under Administrative Officer 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 Services 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 supervisor assesses performance by evaluating the effectiveness of the Health Information Services program in meeting statutory and regulatory agency requirements or expected results. The supervisor 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 hospital 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. Work also includes the transitioning into an organization wide electronic health records system.

The work involves the analysis and evaluation of a Health Information Services program which requires consideration of a variety of factors and possible courses 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 various 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 Services 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 Association (AHEMA). 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 is primarily sedentary. However, there may be some walking, standing or carrying of light items such as manuals, files, computer printouts and training equipment. May be required to utilize a step ladder and work with sophisticated equipment. The work does not require special physical demands.

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.

KNOWLEDGE REQUIRED:

- A. 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.

- B. Knowledgeable in requirements of HIPAA and Freedom of Information Act, Tort Claims, and authority agencies about the release of sensitive and confidential information.
- C. 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.
- D. 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.
- E. Knowledge of basic functions, responsibilities and relationships of the various areas within medical records to assess and correlate data and verify information.
- F. Knowledge of automated health information systems. Requirement to be adaptable to new and mandatory health information systems used.
- G. Knowledge of statistics to access patient workload and establish quality controls.
- H. Ability to provide in-service training in medical record procedures and various medico-legal requirements.
- I. Knowledge of major accreditation standards such as AAAHC, JCAHO, etc.

EDUCATION AND WORK EXPERIENCE

Grade 26, have an Associate's Degree in Health Information Management and supervisory experience working in health information management.

Grade 29, have a Bachelor's Degree in Health Information Management with experience working in a supervisory capacity and in health information management or medical records administration.

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