



Job Documentation	
JOB TITLE: Health Information Manager	JOB CODE: 890
DEPARTMENT: Health Information Management	STATUS: Exempt
SUPERVISES: HIM Department	ADDENDUMS: NA
REPORTS TO: Chief Financial Officer	EFFECTIVE DATE: January 2021
	REVISED ON: TBD

PRIMARY FUNCTIONS

The Health Information Manager, is responsible for developing and managing personnel and systems to ensure management of patient records including coding and filing and compliance with protocols and procedures. Responsible for communication with internal departments and physician offices.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- Associate's degree (A. A.) or equivalent from two-year College or technical school required
- Bachelor's degree in health information management preferred
- 2-3 years of HIM department experience preferred
- 1-2 years of healthcare management experience preferred
- 1-2 years of Medical Billing Coding and Transcription experience preferred

Certificates, Licensure, Registrations

NA

GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes



- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Associate's degree (A. A.) or equivalent from two-year College or technical school required
- Bachelor's degree in health information management preferred
- 2-3 years of HIM department experience preferred
- 1-2 years of healthcare management experience preferred
- 1-2 years of Medical Billing Coding and Transcription experience preferred

- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

SIGNIFICANT DUTIES

- Review medical records for completeness, accuracy, and timeliness
- Organize and maintain the clinical databases
- Track patient outcomes
- Assign clinical coding for insurance purposes
- Electronically record data with information technology systems
- Find new ways to protect patient privacy in health care settings
- Manage other staff members in health care information positions
- Work with other health care staff to perform analysis of patient data
- Report on patient data as part of studies and analysis
- Able to recruit, train and onboard of HIM personnel
- Able to plan budgets, authorize expenditures, establish rates for services, and coordinate financial reporting
- Keep up to date on Health Information Management regarding government regulations, and health insurance changes
- Able to respond to Return to Provider remittances, Medical Record Requests, and Medical Record Audits within a week of receipt of the notice



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	



SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date