

Director Health Information Management-091534

Castleview Hospital, Price Utah

Description

Responsible for successful maintenance of patient records and organizational and administrative operation of the Health Information Management Services Department. Oversight responsibility for operational aspects of department. Serves as resource for faculty regarding medical record content and regulatory requirements. Assures availability of the medical records at all times. Serves as Privacy Officer and committee chairperson.

Qualifications

Requires a bachelor's degree in Medical Records and Health Information Administration or closely related field from an accredited college or university or 4-5 years related experience. Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) Certification required. Knowledge of the functions and capabilities of computer-based medical record systems is highly desirable. Evidence of knowledge of principles and practices of effective management and supervision. Three years hospital experience in health information management required. Knowledge of principles and practices of medical record management including coding and abstracting, reimbursement strategies, file management, and transcription. Establishes and maintains effective working relationships with physicians, hospital staff, and departments. Must be attentive to detail and accurate. Proficient computer skills. Knowledge of applicable laws, regulations, standards and requirements related to medical record management, including Joint Commission. Ability to analyze and resolve complex problems related to medical record management.

Schedule

Full-time

Apply Online

www.castleviewhospital.net