



## **EMPLOYMENT OPPORTUNITIES**

**Employment Opportunities:** Employees interested in any of the positions listed below should contact Human Resources at 537-6367. Request for Transfer forms are available in the Human Resource office. Interested employees will be given preference until the deadline for transfer requests.

### **Director Health Information Management**

**Shift:** Days      **Hours:** 40 p/week

#### **GENERAL DUTIES:**

Plans, organizes, and manages the Medical Records, Coding, Transcription, and Release of Information areas of the hospital. Coordinates these functions with the needs of the medical staff, administrative team, financial personnel, medical care personnel, hospital personnel, and the public. Oversees all ongoing activities related to the development, implementation, maintenance of, and adherence to the organization's policies and procedures covering the privacy of, and access to protected health information in compliance with federal and state laws and the hospital's information privacy practices.

#### **EDUCATION AND TRAINING:**

- Associate degree or equivalent specializing in Business Management and Health Information (required).
- Coding or Health Information certification (CPC, CCS, RHIT) (required).
- Minimum 1-2 years of Medical Records experience (required).
- Minimum 1-2 years of supervisory experience (required).
- Minimum 2-4 years in the Health Care Environment (required).
- Privacy Certification (CHP) (preferred).