

Class Code:0320
Position#: (PSA)(E) 8996
Developed by:.....ER
Reviewed by:SG
Approved by:LK
Date: 04/12

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Health Information Management

DIVISION: Student Affairs - (Health Services)

REPORTS TO: Associate Director, Health Services

GRADE: 11

SUPERVISES: Support staff (grad/undergrad student employees)

BASIC FUNCTION:

Responsible for the Health Information Management Department within Health Services, and for overseeing the day-to-day operations, including staffing, scheduling, and supervising the work of the medical records administrative staff. Serve on the Health Services management team, and is responsible for the development and implementation of policies, procedures, and practices; provides leadership, direction, and training to staff within and outside the department. As needed, represents the Associate Director at meetings and conferences.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Review, update, and create policies and procedures that align and comply with building-wide policies and procedures, as well as with regulatory agency policies, including those of various accrediting organizations/bodies, the State Department of Health (DOH), and with federal regulations/policies, e.g., the Health Insurance Portability and Accountability Act (HIPAA), and the Federal Educational Rights and Privacy Act (FERPA).

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Serve as the authority throughout the organization with regard to Health Information Management (HIM), and as a liaison between the Health Information Management Department and internal/external stakeholders.

Collaborate with risk management, legal counsel, administrative staff, key departments, and committees to ensure that the organization has and maintains appropriate compliance including privacy and security and confidentiality policies, procedures, forms, information notices, and materials which reflect current organizational practices and regulatory requirements.

Serve as an internal consultant on HIM issues including release of information, confidentiality, information security, information storage and retrieval, and record retention, as well as authorship and authentication of health record documentation.

Identify problems, track trends, and initiate actions to improve performance towards achieving departmental standards in support of University and Health Service mission.

Utilize the Electronic Health Record (EHR), health information system(s), and healthcare applications.

Maintain a good working relationship with medical department, and other clinical departments to achieve optimal service delivery. Monitor workflow by effectively managing and organizing staff to meet patient demands within available resources.

Hire, supervise, and train staff, and create a positive work environment that encourages the exchange of ideas, and knowledge that promotes the delivery of excellent customer service. Provide cross-training where applicable, to optimize daily operations and to meet the needs of the organization.

Serve on the management team as HIM representative.

Participate in Health Services-wide training promoting health information, privacy, and security education (HIPAA, FERPA, and HITECH Regulation), both initial and ongoing.

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Maintain a high level of understanding of HIPAA, accrediting organizations/bodies, state and federal regulations and guidelines, departmental policies and procedures, and AHIMA best practice methods regarding maintenance of EHR and health information.

Responsible for collecting, reporting and analyzing performance improvement and other data as needed, along with consulting with the Associate Director, to enhance department performance.

Work closely with Lead Information Technologist and EHR vendors to maintain system(s) integrity and performance to support current and future needs.

In collaboration with the Associate Director, oversee the storage, retrieval, archiving and destruction of medical records according to state statutes.

Performs other duties as assigned

LICENSES, TOOLS AND EQUIPMENT:

Windows, personal computers, printers, scanners, faxes, projectors, and other ancillary devices.

ENVIRONMENTAL CONDITIONS:

Work is ordinarily performed in an office setting not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; 5 years of experience in healthcare-related profession, with at least 3 of those years in a supervisory role in HIM; demonstrated experience in policy and procedure development, competency review, EHR, electronic scheduling, medical terminology, HIPAA and HITECH regulations, classifications systems, CPTm ICD-9 and vocabularies; demonstrated expertise in HIM, best practices, processes, and procedures; demonstrated strong troubleshooting skills, and interpersonal and oral and written communication skills;

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demonstrated ability to interact with a culturally-diverse population; demonstrated ability to organize, coordinate, and supervise support staff, and to assume departmental leadership responsibilities; demonstrated critical thinking skills and conflict resolution skills; ability to interpret and adhere to institutional policies, plans, objectives, rules, regulations, and standards, and to communicate the interpretation to subordinates and others. Successful candidate must demonstrate compliance with Rhode Island Department of Health “Rules and Regulations Pertaining to Immunization, Testing, and Health Screening for Health Care Workers” [R23-17-HCW].

PREFERRED: Bachelor’s degree in Health Information Management or related field; knowledge of FERPA; RHIA, RHIT, or CPEHR credentials.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.