

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: HEALTH INFORMATION MANAGEMENT DIRECTOR
DEPARTMENT: HEALTH INFORMATION MANAGEMENT
SUPERVISED BY: EXECUTIVE DIRECTOR
CLASSIFICATION: FULL TIME EXEMPT

POSITION SUMMARY:

The primary responsibility for the functions of Health Information Management (HIM) and Coding, which includes: budgeting, monitoring, planning, and directing. Under the general direction of the Compliance Officer and Chief Operations Officer, the HIM Director is responsible for affecting the ongoing quality and efficiency for all areas and processes of the department. In accordance with regulatory bodies, must provide systems for acquiring, analyzing, storing and retrieving information so that it can be readily available when needed. Important factors to the success of this position are strategic planning for process improvement and the ability to build and maintain strong relationships with other key leaders, staff, and physicians.

ESSENTIAL FUNCTIONS:

Following is a summary of the major job processes. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Ensures all department and facility guidelines are followed.
- Manages systems for continuously monitoring, evaluating, reporting and improving the departmental functions.
- Monitors, reports and educates HIPAA Privacy compliance with facility employees.
- Represents facility as Privacy Officer and responds appropriately to reported HIPAA Privacy violations as per facility guidelines.
- Oversees implementation and adherence to the HIM compliance and clinical documentation improvement programs.
- Monitors key performance indicators on a routine basis (daily, weekly, and monthly).
- Reports key performance indicators on a routine basis as requested by local administrative leaders.
- Receives, investigates, and reports HIM compliance violations to the Compliance Officer.
- Ensures the appropriate dissemination and communication of all regulation, policy and guideline changes to affected personnel.
- Serves as a subject matter expert for department managers, staff, physicians and administration for obtaining information or clarification on documentation standards, state and federal law and regulatory requirements relating to HIM.
- Develops specific departmental performance improvement plans.
- Facilitate activities to meet identified learning needs of staff.
- Ensures completion of employee evaluations within prescribed timeframe.
- Facilitate staff involvement in management of processes.
- Involve staff in decision making within unit when possible.
- Facilitate involvement on project/PI teams.
- Strives to maintain adequate staffing to ensure accurate and timely processing of records.
- Identify, communicate and coordinate activities to address opportunities to improve processes.
- Initiate process improvement in collaboration with leaders of affected unit(s)/dept(s).

- Monitor process improvements in the department.
- Facilitate collaboration with other departments or disciplines to achieve desired outcomes.
- Responsible for periodic review and revision of the departmental guidelines.
- Provide progress updates to staff in a timely manner.
- Hold regular dialogue with staff and peers.
- Utilize effective communication methods to deliver information and share responsibility for effective internal communications through a team approach.
- Supportive of the Healthcare Organization compliance program demonstrated by:
 - Upholds the Code of Ethics and Corporate Compliance.
 - Adheres to and helps to enforce all compliance policies relevant to his/her area.
 - Assures timely compliance education as requested by the Compliance Officer.
- Sets an example to all staff in their daily activities.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Bachelor's Degree in related field required.
- Work Experience: 3-5 years of health information management experience in directing HIM in an ambulatory care facility or otherwise comparable healthcare setting.
- License/Registration/Certification: Certification as a Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), or Certified Coding Specialist (CCS).
- Skills: Current practice in area of responsibility; regulatory/governing standards, policies, and procedures; required computer/information systems; equipment used in performing assigned duties; ability to develop learning plans, give and receive feedback. Must be skilled in delegating, decision making, team building, and managing conflict & change.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing no more than 25 pounds. **Stooping / Kneeling:** Ability to access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce

free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date