



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-046
HEALTH & HUMAN SERVICES
HEALTH INFORMATION MANAGEMENT MANAGER

Position Title:	Health Information Management Manager	Pay Level:	D.O.E.
Position Open Date:	7/17/2024 – Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Health & Human Services
Supervisor:	Chief Financial Officer		

POSITION SUMMARY:

Position manages operations of the Health Information Management (HIM) program. Responsible for organization and supervision of the Medical Records Department, Acts as a consultant to medical staff and clinical staff in meeting accreditation standards. Is a resource for legal aspects of documentation and consent. Is responsible for maintaining confidentiality and integrity of medical records. Primary areas of the HIM Program include patient chart completion, coding of service, release of medical information and transcription.

HIM Manager is responsible for implementing policies and procedures and the monitoring and reporting of the activities of all HIM areas.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Registered Health Information Technician (RHIT), bachelor's degree in health information management, or closely related field; AND six (6) years of health information management experience in a healthcare delivery setting department/medical records; two (2) years of which were in a supervisory/managerial role.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

CPR & First Aid Certification within (30) days of date of employment.

Preferred ICD-10 Certified Coder

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Plans, organizes, assigns, supervises, reviews, evaluates, and provides feedback pertaining to the work of assigned staff.
- Reviews the medical record to assure integrity, completeness, and compliance with JHHS bylaws and legal requirements.
- Assist the medical staff and its committee as needed.
- Recommends selection of staff, trains, and orients staff, and provides for their professional development.
- Responsible for orientation of all new employees to the department.
- Ensures interaction with patients is courteous, responsive, and respectful.
- Assists in planning goals, objectives, procedures, and work standards for the program; collaborates in the development and adherence to annual budgets.
- Administers discipline and coaching as required.
- Investigates complaints and resolves problems regarding service delivery.
- Maintains paper and electronic health records in accordance with state, federal, and local regulations, policies, and procedures.
- Ensures department is responsive and punctual with providing medical information to appropriate medical providers as necessary for patient care.
- Ensures department follows HIPAA guidelines, Privacy Act, and other applicable confidentiality standards.
- Maintains the security of the HIM area; ensures only authorized personnel are admitted to the area and that area is securely locked during non-working hours.
- Develops and maintains tools, resources, and data entry to accurately capture and interpret key metrics and data. Responsible for data analysis of department work to include UDS and GPRA data submissions.

- Coordinates record imaging services; act as primary contact point for document imaging software applications and issues, including scanning, control, and retrieval.
- Manages the processing of incoming and outgoing health records requests in a timely manner.
- Ensures that all policies and procedures are observed.
- Provides technical assistance to HIM staff on questions involving forms, procedures, and records retention.
- Manages document storage.
- Acts as liaison between HIM areas and other health care providers, department staff, and administration.
- Maintains various logs of daily, monthly, and annual activities including inactivated charts, archived charts, records requests received and sent out, common coding errors, staff productivity, and quality control measures in order to prepare data reports and operating activity.
- Member of QA/AI Committee, with active participation in patient satisfaction and quality improvement initiatives. Coordinates and reports on all QA/QI activity in Medical Records.
- Maintain annual review of the HIM policies and procedures and ensures compliance.
- Performs administrative duties; answers telephones; respond to inquiries from staff and the public regarding medical documents, searches for and provides information and copies of official documents; solve routine problems associated with locating records and documents.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- ICD-9-CM; ICD-10 and CPT 4 Coding.
- Center of Medicaid & Medicare Services regulations.
- Posses strong leadership, organizational and time management skills.
- Proficiency in Microsoft Office: Word, Excel, Power Point, Access, and Outlook and experience in multiple billing platforms.
- Principles and practices of medical records laws, codes, and regulations.
- Basic policies and procedures related to personal computer, peripheral and accessory operation.
- Possess critical thinking and problem-solving abilities.
- Computer automation and records management; business arithmetic.
- Office administrative practices and procedures.
- Record keeping principles and practices.

Skill in:

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, in person and over the telephone.
- Developing, implementing, and administering goals, objectives, and procedures for providing effective and efficient medical services programs.

- Planning, organizing, supervising, reviewing, and evaluating the work of others.
- Reading and explaining rules, policies, and procedures.
- Analyzing and resolving varied records-related problems.
- Organizing, maintaining, and researching departmental files and records.
- Compiling and summarizing information and preparing periodic or special reports.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024