

DAVIS COUNTY HOSPITAL  
Job Description

TITLE: Assistant Health Information Management Manager

DEPARTMENT: Health Information Management

JOB STATUS: Exempt

APPROVED BY: Gary Foll, CFO

FORMER REVISION: New: 07/09

LATEST REVISION:

LATEST REVIEW:

**This job description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned.**

DEPARTMENT OBJECTIVE:

Maintenance of medical records/health information for Hospital and physician use for the benefit of Davis Co. Hospital patients.

JOB SPECIFICATIONS:

Education & Training: Requires Registered Health Information Technician certification.

Experience: Three years' clinical experience preferred and 1-2 years supervisory experience preferred. Minimum of 10 hours continued education per year required.

Abilities:

REPORTING RELATIONSHIPS:

Reports to: Revenue Cycle Manager

Supervises: All personnel in Health Information Management.

JOB SUMMARY:

Supervises and coordinates activities of personnel engaged in maintenance of health records.

ESSENTIAL FUNCTIONS:

1. Assist Revenue Cycle Manager as requested in maintaining HIM's process flow of the hospital revenue cycle.

2. Assist with Recovery Audit Contractor (RAC) process, assuring medical record request are timely and tracking correspondence. Provide education as needed to appropriate staff with other related duties as indicated.
3. Supervises and coordinates activities of personnel engaged in analyzing, compiling, coding, indexing and filing of health information records of patients, with total regards to confidentiality. Codes records as needed.
4. Arranges for training of department personnel in indexing, filing, medical terminology, transcription, coding, outlining procedures, instructing in policies and practices of the hospital, suggesting methods for performing tasks, instructing personnel in medical ethics. Encourages continuing education through workshops, correspondence courses.
5. Maintains surveillance of incomplete patient health records and follows up until records are completed and filed. Will be responsible for overseeing the distribution of delinquent notices to physicians and CEO in accordance with Hospital rules and regulations.
6. Reviews medical records for completeness, accuracy and conformance to accepted hospital accreditation standards of the Iowa State Department of Health and the American Hospital Association, and codes diagnoses and procedures according to established ICD-9-CM guidelines. Will use encoder for coding purposes.
7. Assist HIPAA Privacy Officer with HIPAA Privacy related monitoring and education.
8. Will produce various statistical reports, indexes, DRG reports.
9. Represents hospital in litigation involving subpoenas of medical records, or prepares depositions.
10. Adheres to hospital personnel policies and policies of Health Information Department and follows hospital and departmental quality improvement protocols.
11. Adheres to and promotes the established values of the organization, i.e., customer service, safety, compliance standards and all others.
12. As a part of the positions leadership responsibilities, the assistant manager, will positively participate in hospital sponsored functions which are in addition to regular job related duties that support and promote the hospital's mission and behavioral standards.

MARGINAL FUNCTIONS:

1. Answers inquiries regarding information recorded in patient's charts by telephone or correspondence. Checks for properly executed authorizations to release medical information on designated patients.
2. Files records by established numbering system.

3. May prepare birth certificates and enter birth and death information in specific registers.
4. Records all cases of cancer for tumor registry.
5. Transcribes medical reports, if needed.
6. Serves on committees as assigned, (i.e., Compliance; RAC; Health Information Technology; and HIPAA.)

WORKING CONDITIONS:

The worker is not substantially exposed to adverse environmental conditions.

PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67-100% of work day, Frequent = 34-66% of work day, Occasional 33% or less of work day.)

Frequent      Hearing: Perceiving the nature of sounds at normal range. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.

Grasping: Applying pressure to an object with the fingers and palm.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Reaching: Extending hand(s) or arm(s) in any direction.

Occasional    Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Fingering: Picking, pinching, typing otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.

PHYSICAL REQUIREMENTS:

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY REQUIREMENTS:

Machine operators (including inspection), Inspection close assembly, Clerical, Administrative. This is a minimum standard for use with those whose work deals largely with preparing and

analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

INTELLECTUAL/EMOTIONAL REQUIREMENTS:

1. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
2. Adaptability to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint.
3. Adaptability to influencing people in their opinions, attitudes, or judgments about ideas or things.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Adaptability to making generalizations, evaluations, or decisions based on measurable or verifiable criteria.
6. Adaptability to dealing with people beyond giving and receiving instructions.
7. Adaptability to performing repetitive work, or to performing continuously the same work, according to set procedures or sequence, or pace.
8. Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations, or situations in which working speed and sustained attention are make-or-break aspects of the job.
9. Adaptability to situations requiring the precise attainment of set limits, tolerances, or standards.
10. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.