

JOB DESCRIPTION

Job Title:	Health Information Management Coordinator		
Department:	Medical Records		
Reports To:	COO	Status:	Non-Exempt
Supervises:	N/A		

PURPOSE & OVERALL RELEVANCE FOR THE ORGANIZATION:

The Health Information Management (HIM) Coordinator is responsible for the overall HIM operations including Document Management, Chart Analysis and Release of Information. The HIM Coordinator will assist in ensuring the organization maintains privacy safeguards, quality of PHI and HIPAA compliance.

KEY ACCOUNTABILITIES:

- Manages requests for medical record information from patients, third party payers and others through prompt and courteous service.
- Monitors and reviews incomplete medical records to ensure compliance with Joint Commission and other governing body standards.
- Scans and indexes medical records into the EMR or other appropriate imaging system.
- Performs quality review on scans and indexes ensuring accuracy, readability and completeness of capture.
- Manage and execute various medical record processes.
- Maintains patient confidentiality
- Communicate and answer questions with staff , patients and outside facilities efficiently and professionally
- Conduct staff audits, run reports, and track performance metrics
- Support the organization as needed

MEASURES OF SUCCESS:

- Develop & maintain positive and caring relationships with subordinates ; monitored through feedback
- Effective communication with the Supervisors, Management, and staff; monitored through meeting attendance and feedback
- Provide crucial feedback in order to enhance development and improve performance of staff and the team; monitored through metrics and feedback
- Team metrics fall within acceptable standards

CORE COMPETENCIES (*soft skills*):

- Excellent organizational and prioritization skills.
- Effective professional written and verbal communication and interpersonal skills.
- Exceptional attention to detail, organization, and time management skills.
- Ability to self-start, work independently, and work as part of a team
- Ability to make decisions in accordance with established policies and regulations.
- Patience
- High adaptability and flexibility.
- Ability to maintain confidentiality, respect and dignity of patients.
- Demonstrate passion for and commitment to FHC's mission and its importance to the community.
- Culturally competent and exhibit cultural sensitivity.

REQUIREMENTS (*hard skills*):

- The ability to interact with staff (at all levels) and patients in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.
- Ability to analyze data and formalize corrective action plans
- Strong computer software skills
- Ability to effectively communicate FHC mission/vision/values
- Strong customer service skills

EDUCATION/EXPERIENCE:

- High school diploma required, college degree preferred
- Electronic Medical Records experience required
- Healthcare knowledge and experience desired
- Background with HIPAA rules and regulations preferred

Working Conditions and Environment:

This position has good working conditions in general; noise level in work environment is usually quiet.

Position Type/Attendance Expectation:

Each position type has a minimum number of work hours expected per week:

Position Type	# of hours expected per week	Position Type	# of hours expected per week
1.0	40	.04	16
0.9	36	0.3	12
0.8	32	0.2	8
0.7	28	0.1	4
0.6	24	PRN	Per Need
0.5	20		

Physical Requirement/Activities:

Standing, walking, climbing, balancing, bending, carrying, reaching, squatting, pushing, pulling, lifting, twisting, gripping, talking, typing, hearing/listening, seeing/observing.

Sedentary to light work:

Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary to light work involves sitting approximately 75% of the time. Also, involves exerting up to 25 pounds of force intermittently or up to 50 pounds of force infrequently.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.

I have read and understand the above Position Description.

Employee Signature

Date