

ESKATON
HEALTH INFORMATION MANAGER- SNF

DEPARTMENT: Medical Records
EXEMPT _____ NON-EXEMPT X

JOB SUMMARY

The Health Information Manager maintains the Medical Records Department in accordance with State and Federal regulations, accepted professional standards, and facility policies and procedures. Maintenance of the Medical Records Department includes, but is not limited to, review and analysis of in-house and discharged medical records for completeness and accuracy, maintaining census reports, logs, registers and indices, and maintaining medical records in an organized and accessible manner.

JOB RELATIONSHIPS

ACCOUNTABLE TO: Administrator
WORKERS SUPERVISED: Medical Record Clerks, Unit Secretaries
INTERRELATIONSHIPS: All staff within the facility, physicians, vendors, residents and visitors.

QUALIFICATIONS

Education:

R.H.I.T. credential preferred. High School graduation or equivalent G.E.D. Knowledge of medical terminology.

Training:

Two years recent experience in medical records in a long term care facility as a supervisor, coordinator or clerk. Must have the ability to demonstrate working knowledge of word processing on a personal computer.

Knowledge and Abilities:

- A. Knowledge of general office procedures including the ability to use office equipment (photocopier, FAX, multi-line telephone, personal computer for word processing, and typewriter).
- B. General knowledge of State and Federal Regulations relating the clinical records in long term care.
- C. Able to maintain the American Health Information Management Association (AHIMA) Code of Ethics.