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<tr>
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<tr>
<td>Job Title</td>
<td>Health Information Mgt Supv 1</td>
<td>Health Information Mgt Supv 2</td>
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<tr>
<td>Job Code</td>
<td>4581</td>
<td>4580</td>
</tr>
<tr>
<td>Tracking Code</td>
<td>A1528</td>
<td>A1529</td>
</tr>
<tr>
<td>Personnel Program</td>
<td>PSS</td>
<td>PSS</td>
</tr>
<tr>
<td>FLSA</td>
<td>Exempt</td>
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<thead>
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<th>Generic Scope</th>
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<tbody>
<tr>
<td>Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.</td>
</tr>
<tr>
<td>Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives.</td>
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<td>Supervises health information management systems staff involved in routine functions. Oversight of areas such as transcription, filing, and/or storage.</td>
</tr>
<tr>
<td>Supervises health information management systems staff performing coding and abstraction. May also supervise transcription, filing, and/or storage. Serves as a role model for coding practice and handles escalated issues.</td>
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<thead>
<tr>
<th>Key Resp 01</th>
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<tbody>
<tr>
<td>Schedules staff in the coordination of daily operations and activities. Implements changes or new procedures to improve operational efficiencies. Ensures work is completed in a timely and accurate manner and in compliance with internal standards and external regulations. Proposes changes or new procedures to improve operational efficiencies.</td>
</tr>
<tr>
<td>Supervises and may also schedule staff in the coordination of daily operations and activities. Proposes changes or new procedures to improve efficiencies. Oversees coding and abstraction; ensures work is completed in a quality manner and in compliance with internal standards and external regulations. Keeps abreast of changes in regulations.</td>
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<tbody>
<tr>
<td>Keeps staff informed of procedural changes. Participates in developing new processes for improvement.</td>
</tr>
<tr>
<td>Assures compliance with a broad range of external regulatory requirements. Interprets implications of requirements for operations and provides staff with updated information and changes to procedures.</td>
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<tr>
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<tbody>
<tr>
<td>Performs quality improvement audits to ensure departmental accuracy rates are met. Checks for sufficiency of associated provider documentation.</td>
</tr>
<tr>
<td>Conducts routine audits for accuracy of coding to maintain best practice compliance standards. Analyzes and technically evaluates health information for quality and completeness.</td>
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<tr>
<td>Ensures appropriate training, certification and access for staff use of applicable IT systems and applications. Coordinates IT assistance to resolve issues. Communicates and holds team accountable for compliance with security protocols and new regulations. May participate in medical center.</td>
</tr>
<tr>
<td>Ensures appropriate training, certification and access for staff use of all applicable IT systems and applications. Coordinates IT assistance to resolve issues. Keeps abreast of security protocols and new regulations; disseminates to staff and providers. Participates in medical center and IT.</td>
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<tr>
<td></td>
<td>IT workgroups.</td>
<td>workgroups regarding, but not limited to, implementation of IT solutions to improve practice operations.</td>
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| Key Resp 05 | Encourages employees to meet professional goals. Identifies training and educational activities relative to health information management systems. | Conducts in-services and coordinates educational opportunities for the coding staff. Mentors and coaches staff in meeting professional goals and developing growth areas. |

| Key Resp 06 | | |
| Key Resp 07 | | |
| Key Resp 08 | | |
| Key Resp 09 | | |
| Key Resp 10 | | |
| Key Resp 11 | | |
| Key Resp 12 | | |
| Key Resp 13 | | |
| Key Resp 14 | | |
| Key Resp 15 | | |

| Education 1 | Bachelor’s degree in related area and / or equivalent experience / training. | Bachelor’s degree in related area and / or equivalent experience / training. |
| Education 2 | | Completion of formal Health Information Management education program recognized by American Health Information Management Association preferred. |

<p>| Education 3 | |
| Education 4 | |
| License 1 | |
| License 2 | |
| License 3 | |
| License 4 | |
| Cert 1 | |
| Cert 2 | |
| Cert 3 | |
| Cert 4 | |
| Spec Cond 1 | |
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<tr>
<td>Spec Cond 4</td>
<td>Knowledge of health information processing and ability to apply concepts to operations in an acute care setting. Knowledge of resource management concepts and UC policies related to health information.</td>
<td>Proven ability to apply external regulatory guidelines and internal policies knowledge and skills to implement compliant programs and analyze effectiveness. Knowledge of HR and UC policies and processes.</td>
</tr>
<tr>
<td>KSA 02</td>
<td>Knowledge of medical center, HR and UC policies and processes. Knowledge and ability to monitor compliance with relevant federal, state and local laws and regulations.</td>
<td>Solid knowledge of medical center, HR and UC policies and processes. Knowledge of relevant federal, state and local laws and regulations. Ability to apply policy knowledge to identify compliance risks and regulatory issues.</td>
</tr>
<tr>
<td>KSA 03</td>
<td>Demonstrated leadership skills in mentoring and advising employees. Actively cooperates and supports the work of others.</td>
<td>Demonstrated leadership skills in training and guiding employees on coding techniques. Motivates and inspires staff to improve health information services.</td>
</tr>
<tr>
<td>KSA 04</td>
<td>Ability to effectively manage multiple priorities and execute plans to meet deadlines.</td>
<td>Demonstrated ability to prioritize effectively to meet deadlines in a complex, challenging environment.</td>
</tr>
<tr>
<td>KSA 05</td>
<td>Organizational skills to apply to coordinating assigned staff schedules and unit operations.</td>
<td>Ability to organize assigned staff and unit operations in an efficient and effective manner.</td>
</tr>
<tr>
<td>KSA 06</td>
<td>Interpersonal skills to effectively work well with others to achieve common goals. Customer service orientation to quickly address questions or issues.</td>
<td>Ability to develop and maintain cooperative working relationships with professional and administrative staff as well as outside agencies.</td>
</tr>
<tr>
<td>KSA 07</td>
<td>Ability to apply reasoning skills to evaluate issues and identify a potential solution. Provides guidance and judgement within defined standards to determine an appropriate action.</td>
<td>Skills to evaluate issues and identify solutions within defined procedures and policies. Demonstrated ability to solve problems and suggest solutions through critical thinking process.</td>
</tr>
<tr>
<td>KSA 08</td>
<td>Verbal and written communication skills to explain transcription and abstraction concepts, actively listen, and advise.</td>
<td>Verbal and written communication skills to explain technical coding concepts, actively listen, persuade, advise, and counsel.</td>
</tr>
<tr>
<td>KSA 09</td>
<td>Ability to perform all commonly applicable functions in word processing and spreadsheet software. Comprehensive knowledge of organization’s health information application programs to teach others.</td>
<td>Ability to perform all commonly applicable functions in word processing and spreadsheet software. Advanced knowledge of organization’s health information application programs to troubleshoot issues and recommend improvements in efficiency.</td>
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|                |                               |
|                | the role requires).           |
| Career Path 1  | Health Information Mgt Supv 2 |
| Career Path 2  | Health Information Mgt Mgr 1  |
| Career Path 3  |                               |
| Career Path 4  |                               |
| Career Path 5  |                               |
| Career Path 6  |                               |