

## **HIM Director**

We are seeking an experienced manager to lead our Health Information Management (Medical Record) Department.

This individual will be responsible for coordinating health information management services throughout the facility.

Responsibilities include: directing health information services; ensuring compliance with federal and state laws, regulations, and standards related to health information and coding principles; developing policies and procedures; providing health information related education and training to facility employees; working with medical and facility staff on task forces and committees; and serving as an internal consultant in areas such as documentation, privacy, security, and other areas of health information practice.

The successful candidate will possess RHIA or RHIT certification; have successful management and project management experience; be knowledgeable of federal and state laws and standards of practice; have the ability to communicate effectively both verbally and in writing; and understand information systems, healthcare, data base and report writing software.

Interested applicants should send resumes to...