DIRECTOR, CODING AND DATA STANDARDS/HIM PRACTICE

American Health Information Management Association (AHIMA) has a wonderful opportunity for a Director, Coding and Data Standards/HIM Practice.

Position Purpose

This position is accountable for providing support for AHIMA products and services related to clinical data standards, coding, and reimbursement. The incumbent will develop, coordinate, and provide members and other customers of AHIMA with professional practice offerings that cover the depth and breadth of health information management (HIM). The offerings include, but are not limited to, publications, online courses, audio seminars, articles, practice briefs, toolkits and meetings. The Director provides a direct link to the Association’s members through daily interactions to create HIM offerings members desire.

The position is responsible for the following:

1. Providing leadership on issues and challenges within this domain. Contributing to development of content, products and services related to clinical coding and data standards.
2. Managing short- and long-term projects, using the following management skills: research, planning, budgeting, facilitation and management of teams, change management, and progress reporting.
3. Identifying potential offerings and forecast future roles and skills related to coding and clinical data standards and identify opportunities to provide resources.
4. Communicating products and resources in a variety of methods including writing for AHIMA publications, speaking at meetings as an AHIMA representative, teaching in AHIMA seminars and other educational settings, providing interviews with health care industry and other news sources, and provide technical review for online courses, publications, and other resources as needed.
5. Serving as professional practice representative and provide representation by AHIMA at meetings to increase membership, promote resource use and identify contract opportunities.
6. Working closely with internal teams and member groups to support communication channels.

Position Requirements

Education: Minimum Bachelor’s degree in health information management or in a healthcare related field. Master’s degree preferred.

Related Experience: 5-7 years of healthcare experience, management experience, and experience in product planning and project management.

Special training or other license, certification, etc.:

- AHIMA Certification with RHIA or RHIT and one of the following credentials (CCS, CCS-P).
- AHIMA Approved ICD-10 Trainer
- Sophisticated knowledge of health information management and clinical coding and data standards topics.

Competencies:
To be credible to members and other Association customers, the individual who occupies this position must:

- Be an experienced health information management professional with demonstrated coding expertise.
- Have knowledge of coding and classification systems across health care settings and related professional practice required for contract scopes.
- Experience with mapping concepts and practices as well as computer assisted coding applications preferred, though not required.
- Have sufficiently broad HIM operational experience and understanding of eHIM as demonstrated by professional experience.
- Be highly adaptable and willing to take on new challenges as well as remain up to date with changes in the HIM industry.

The individual must have:

- Demonstrated HIM skills and correct application of code sets.
- Demonstrated superior written, verbal communication and speaking skills.
- Demonstrated group leadership and facilitation skills as well as project management skills.
- The ability to research topics thoroughly, assimilate information correctly, and communicate effectively in writing to produce practice briefs that are focused, accurate and understandable.
- Demonstrated skill in information technology with moderate competencies in IT networks, use of the Internet, MS Word, Excel, PowerPoint, Outlook, and other software necessary to perform the work required.
- Proven ability to organize, prioritize, and highly detail oriented with strong attention to detail.
- Ability to work as a telecommuter with strong communication via a remote position.

**Contact**

If interested in becoming part of the AHIMA team, please e-mail your resume with salary requirements to: hr@ahima.org

**About AHIMA**

AHIMA is the premier association of health information management (HIM) professionals. It’s over 71,000 members and 52 affiliated component state associations are dedicated to the effective management of personal health information needed to deliver quality healthcare to the public. AHIMA is committed to advancing the HIM profession in an increasingly electronic and global environment through leadership in advocacy, education, certification, and lifelong learning. AHIMA is recognized as the premier source of “HIM knowledge,” the respected authority for rigorous professional certification, and one of the industry’s most active and influential advocates in Congress.