DIRECTOR, TERMINOLOGY MAPPING, CODING, AND DATA STANDARDS/HIM PRACTICE

American Health Information Management Association (AHIMA) has a wonderful opportunity for a Director, Terminology Mapping, 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. This position 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. Provide leadership on issues and challenges within this domain. Contribute to development of content, products and services related to clinical coding and data standards.
2. Working with an external vendor to provide objective terminology mapping review and analysis.
3. Manage the Coding Basics program by providing instructor support and revising courses as necessary.
   - Providing guidance and instruction to the student members enrolled in the AHIMA Coding Basics courses to include: answering email and phone questions regarding content of the online courses and textbooks
   - Revising courses with updated codes and Official Coding Guidelines at least annually but more frequent if needed.
4. Creating and developing practice briefs and guidelines for publication related to coding, data standards, mapping and regulations that impact these.
5. Leading or serving as liaison to AHIMA alliance organizations, task forces, and/or practice councils
6. Communicating products and resources in a variety of methods
   - Writing for AHIMA publications and other publications as requested
   - Provide technical review of content for audio seminars, publications, online courses, etc.
7. Managing short- and long-term projects, using the following management skills:
   - Research
   - Planning
   - Budgeting
   - Facilitation and management of teams
   - Change management
   - Progress Reporting
8. Responding to member questions and request for resources relative to HIM professional practice and information systems use.

Position Requirements
**Education:** Minimum Associates degree in health information management or in a healthcare related field or equivalent experience. Bachelor’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).
- ICD-10 AHIMA approved trainer.
- Sophisticated knowledge of health information management and terminology mapping, clinical coding, and data standards topics.

**Competencies:**
- Be an experienced health information management professional with demonstrated coding expertise.
- Have knowledge of coding, terminology and classification systems across health care settings and related professional practice required for contract scopes.
- Experience with mapping concepts and practices.
- Have sufficiently broad HIM operational 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.