

Lutheran Services Carolinas

Job Description

Job Title: Health Information Management Coordinator

Supervisor (title): Director of Nursing

Department: Nursing

Approved by: B. Welch 

Date: 3/19/2014

Position Purpose/Summary: The Health Information Management (HIM) Coordinator establishes, maintains, and audits the electronic medical record in keeping with state and federal regulations.

Essential Functions:

1. Organizes, plans, and directs the medical records department in accordance with established policies and procedures.
2. Manages the electronic medical record (EMR); reports problems and troubleshoots issues with the EMR manufacturer.
3. Assists in training staff members on clinical software related to the EMR. Provides support to staff in the ongoing use of clinical software.
4. Assists the medical records/health information consultant as required; responds to consultant's reports as directed.
5. Is responsible for diagnosis coding (ICD-9, ICD-10) in consultation with the consultant.
6. Conducts periodic quality improvement audits according to LSC protocol and as requested by facility administration. Reports results to director of nursing and quality assurance and performance improvement team.
7. Monitors frequency of physicians' visits and notifies physician when visit is due; notifies director of nursing of any problems with compliance.
8. Retains record of authorized information released from the EMR; abstracts information from records as authorized/required for insurance companies, Medicaid, Medicare, etc., in accordance with LSC and state/federal privacy rules.
9. Maintains applicable Medicare and Medicaid forms and assures completion; coordinates with business office to obtain primary payment sources and effective dates.
10. Maintains various registries as directed; assists with admission and discharge processes as applicable.
11. Must adhere to departmental standards in regard to HIPAA and other privacy issues.
12. Other duties as assigned.

Supervisory Responsibilities, if any: Supervises unit secretaries, as applicable.

Qualifications (Minimum Job Requirements):

Education: High school graduate or GED.

Experience: See below for specialized knowledge.

Specific skills/abilities: Strong attention to detail for accuracy of medical records

Specialized knowledge, licenses, etc.: Applied knowledge of medical terminology, anatomy, and physiology, legal aspects of health information, coding, etc., preferred. Proficiency with computers required.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.