

## DIRECTOR OF HEALTH INFORMATION MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for the overall management of the Medical Records Division including the planning and revising of Medical Records Systems to meet the Medical Center's patient information requirements, the administration of the Tumor Registry Program, and the Medical Library. Direct supervision is exercised over a large number of technical and clerical staff members. In addition, a staff relationship exists with other Medical Center divisions and services. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Participates in the development of policies and procedures for the Medical Records Division and implements hospital policies in the area of assignment;

Plans, administers, and evaluates the Medical Record systems to meet the Medical center's needs and, in addition, the standards of accrediting and regulatory agencies;

Establishes supervisory lines of authority and responsibility within the division and monitors the productivity levels to assure quality control and departmental efficiency;

Meets regularly with the heads of other inter-related divisions to coordinate medical record activities in order to expedite the flow of charts and data to and from Medical Records;

Establishes and maintains systems for the continuous control and flow of patient charts and selected information from charts in order to meet deadlines set by various divisions or third party inquiries;

Establishes and maintains systems to insure the security and confidentiality of medical records;

Establishes and maintains systems to insure Medical Record information is released only to authorized sources;

Establishes and maintains systems for the expeditious and appropriate coding and grouping of cases under the prospective payment system of reimbursement;

Establishes and maintains systems for reporting statistical data needed to insure quality patient care and to aid in the operation of the Medical Center;

Administers the Tumor Registry Program of Westchester County Medical Center;

Administers the Medical Staff Library of WCMC and participates in the development and implementation of policy in this area;

Communicates Medical Center policy as it relates to Medical Records to the employees and keeps them informed of revisions in this policy;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Develops training programs in Medical Records for all employees;

Maintains an evaluation system for all employees in keeping with established Medical Center policies and time tables;

Prepares budget and personnel requests for the Medical Records Division, Tumor Registry and Medical Library;

Engages in basic and applied research in the health care field as it related to medical records;

Develops intradivisional forms as they relate to Medical Records;

Conducts orientation of Medical Records for House Staff and Nursing unit clerks.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern Medical Record and patient information systems; thorough knowledge of the laws and statutes governing Medical Records and the standards set forth by accrediting and regulatory agencies; thorough knowledge of the interrelationships between Medical Records and other Medical Center divisions and services and their dependency on an efficient Medical Records Division; ability to supervise the work of others; ability to get along well with others; ability to delegate responsibility effectively; good judgment; accuracy; initiative; tact; resourcefulness; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either: (a) a Master's Degree\* in Health Care or a related field and at least four years experience in administering and supervising the activities of a Medical Records division, two of which must have been in a teaching hospital; or (b) five years of experience stated in (a), including the specialized experience; or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENT: Must be registered as a Registered Records Administrator (RRA), or an Accredited Records Technician (ART) by the American Health Information Management Association at time of appointment.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.