

 Oroville Hospital	<b>Job Description for  Director of Health  Information  Management</b>	Department:	<b>Health Information  Management</b>
		Dept. #:	<b>8700</b>
		Last Updated:	<b>7/23/08</b>

**Reports To**

Chief Executive Officer

**Job Summary**

Supervises and coordinates activities of personnel engaged in analyzing, compiling, coding, indexing and filing permanent medical records of patients; assists medical staff in research, prepares periodic and statistical reports and provides information to authorized persons.

**Duties**

1. Assures that the medical record is reviewed for completeness, accuracy, and conformance to accepted hospital accreditation standards
2. Prepares periodic reports such as morbidity, birth and death reports; analysis of utilization of hospital beds according to professional services and percentage of beds occupied, outpatient services rendered and related data
3. Compiles statistical reports such as analysis of types of cases receiving special forms of therapy utilizing knowledge of medical terminology, embracing accepted nomenclature and classification of diseases and operations
4. Assures that inquiries regarding information recorded in patients charts by correspondence or by telephone are carried out according to hospital policies and California law
5. Represents hospital in court cases involving subpoena of medical or clinical records, jurisprudence and laws of State governing use of clinical records in court actions
6. Arranges for training of department personnel in indexing and filing preparation and arrangement of medical information, medical terminology, nomenclature and classification of diseases
7. Outlines methods and procedures for maintaining medical records and instructs personnel in hospital organization, management and policies and procedures of the hospital
8. Suggest improved methods for performing tasks
9. Prepares budget for Medical Records Department
10. Makes recommendations regarding space and other resources required by the Medical Records department, including off-site sources for services not provided by the department

### **Qualifications**

1. High School graduate preferred plus graduation from an accredited school for Medical Record Technicians or successful completion of the approved correspondence course for medical Record Technician conducted by the American Medical Record Association, and either case successfully writing of the National Accreditation Examination

### **Lifting Requirements**

Generally lifting not more than 20 pounds maximum; with frequent lifting and/or carrying of objects weighing up to 10 pounds.