

 Oroville Hospital	Job Description for HIM Supervisor	Department: Health Information Management
		Dept.#: 8700 Last Updated: 01/02/12; 10/20/14 Position Status: Exempt

Reports To

Director of Health Information Management

Job Summary

The Health Information Management Supervisor oversees the daily operations of the Health Information Management (HIM) Department in coordination with the Director. Daily operations may include: the release of information, record processing, physician's incomplete area, scanning, coding/abstracting and transcription services.

Duties:

- Provides oversight, guidance and work flow of all Health Information Management staff in the main HIM area
- Accepts responsibility and accountability for operations of assigned functional areas in the Director's absence
- Identifies and implements changes regarding policy, productivity and quality measures, and assures that staff performance improvements related to work-flow efficiencies and operations.
- In coordination with the Director of Health Information Management, recruits, interviews and makes recommendations to fill personnel vacancies
- Coordinates staffing issues and procedural issues with Director of Health Information Management
- In coordination with the Director of Health Information Management, evaluates staff performance on an annual basis. Accurately measures and evaluates staff performance, productivity and quality measures, and assures that staff is following and meeting departmental standards
- In coordination with the Director of Health Information Management, trains, provides feedback, evaluates and provides corrective action to staff as needed
- Responds to inquiries of staff, vendors and the public for the purpose of providing information and/or direction, discussing and resolving any issues and/or problems
- Ensures staff maintain a positive customer service attitude
- Prepare, Oversees and approves work schedules
- Covers the schedule for call-ins on a daily basis
- Verification and approval of time cards

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- Interacts as a team member representing Health Information Management and attends meetings as directed.
- Assists with special projects as assigned by management.

Qualifications

Education & Licensure:

- High School Graduate or equivalent
- Computer skills required

Certifications:

- RHIA or RHIT is preferred

Knowledge & Experience:

- At least three years experience in an acute care facility with experience directly related to Health Information Management
- One year experience hospital based electronic medical record
- Previous Management/Supervisor experience preferred

Additional Qualifications:

- Ability to follow written and oral directions
- Demonstrates high level of personal and professional accountability and responsibility
- Self-directed and performs duties independently
- Ability to problem-solve and apply critical thinking skills
- Must have the proven ability to maintain confidentiality
- Must demonstrate excellent customer service and communication skills
- Ability to effectively communicate and coordinate daily work flow to ensure department needs are met
- Must be flexible, dependable, and demonstrate the ability to adapt to change

Work Environment

Work area is well lighted and ventilated.

Dress Code

Complies with hospital and departmental dress code. Wears name badge with job title and credentials clearly visible.

Physical Abilities

See attached Job Task Analysis