

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Health Information Administrator 4		<b>Class Code:</b> 001QV4
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 5/24/13
	<b>Summary:</b> Assures quality resident record keeping by the Health Information Services Department; the standards related to resident records as set forth by joint commission and the Center for Medicare and Medicaid Services (CMS). Strives to meet federal and state regulations/hospital policies, and maintain confidentiality of resident records.		

**Duties:**

- Oversees the direction of the Health Information Services Department and staff and distributes workload according to staff competencies;
- Codes diseases and diagnoses without error for statistical reporting; compiles daily, monthly and annual statistical reports; develops statistical data for overall review and evaluation of quality and quantity of work and provides error-free statistical information to applicable hospital staff for their reports and research;
- Completion of employee performance appraisals for direct reports;
- Presents confidentiality orientation to new incumbents as scheduled;
- Review coding and routing of charge slips;
- Serve as organization's records coordinator in conjunction with the Indiana Commission on Public Records;
- Works with the state-wide HIS Directors from other state operated facilities;
- Serve as facility's HIPAA Privacy Officer, including tracking and following up on privacy complaints;
- Ensures resident medical records are reviewed for completeness, accuracy and compliance with hospital policies and standards and various accrediting agencies at the time of discharge;
- Performs ongoing monitoring of annual assessments, admissions, discharge summary timeliness and streamlines reporting of data analysis;
- Participates in Utilization Review Committee and chairs Medical Records Committee;
- Maintains updated manual of all HIPAA regulations, as well as a current Health Information Services Department Manual;
- Obtains medical reports and charts from general hospitals and other state hospitals as needed;
- Reports all changes in legal status to designated courts;
- Makes appropriate changes on master resident index chart and on computer records; and ensures hospital support staff are informed in a timely manner;
- Performs related duties as required.

**Job Requirements:**

- Credentialed through the American Health Information Management Association and maintains the continuing education credits as required;
- Trained in medical diagnosis coding;
- Familiarity of state and federal confidentiality codes, including HIPAA regulation;
- Understanding of the Joint Commission, CMS and state regulations regarding health information management;
- Ability to operate computers and coding software;
- Able to compile reports as requested.

**Difficulty of Work:**

Must be familiar with hospital policies and procedures as they pertain to the resident record keeping and have the ability to multi-task and meet deadlines.

**Responsibility:**

Possess the ability to make independent decisions related to HIPAA standards and staffing needs/competencies.

**Personal Work Relationships:**

Must work well with other clinical department heads and disciplines and communicate with DMHA legal counsel on legal documents for residents. Communicate well with resident families on issues related to resident medical records.