

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Health Information Administrator 5		Class Code: 001QV5
	FLSA Status: Non-Exempt	Salary Schedule: PAT 5	Effective Date: 5/24/13
	Summary: This position is responsible for the daily operations of the Health Information Services (HIS) Department. Ensures the protection and confidentiality of resident protected health information in compliance with the Health Insurance Portability and Accountability Act (HIPAA). Maintains and monitors resident medical records for compliance with outside regulatory agency requirements.		

Duties:

- Plans, organizes, directs and supervises the HIS Department;
- Coordinates the hospital's privacy and confidentiality education and training program;
- May provide new employee orientation on confidentiality and HIPAA;
- May serves as the HIPAA Privacy Officer;
- Conducts internal chart audits as needed;
- Ensures correct diagnosis coding, using both ICD-9-CM and DSM coding systems;
- Acts as coordinator for the purchase of necessary medical record supplies;
- Completes employee performance appraisals;
- Works with the HIS Directors from the other state hospitals;
- Coordinates and prepares monthly, quarterly and annual performance reports that monitor joint commission and CMS regulations.
- Performs related duties as required.

Job Requirements:

- Credentialed through the American Health Information Management Association (AHIMA);
- Obtains continuing education credits as required by the AHIMA;
- Participates in ICD-9-CM and DSM-IV-TR training on coding systems;
- Must be knowledgeable of state and federal laws and regulations (including HIPAA) regarding the use and disclosure of mental health records;
- Must be knowledgeable of the Joint Commission and Center for Medicare and Medicaid Services (CMS) accreditation regulations regarding health information management;
- Proficient in the use of Microsoft software programs;
- Must provide effective supervision of staff assigned to HIS Department.

Difficulty of Work:

Ability to function at a high level of independence with general directions provided by immediate supervisor. Must have strong organizational skills and be able to manage multiple tasks/assignments on a daily basis. Good judgment and strong decision making skills are necessary.

Responsibility:

As a supervisor, the incumbent has contact with all medical and clinical areas throughout the facility. Must meet the needs of the internal and external customers including the medical staff, nursing staff, residents and their families as well as outside providers/agencies.

Personal Work Relationships:

Incumbent works closely with other departments within the facility and with the HIS Directors at the other state operated facilities. Frequent contact with DMHA staff, other state departments, outside healthcare agencies and providers, attorneys and courts.