COOK COUNTY HEALTH
& HOSPITALS SYSTEM

CCHHS

Standard Job Description

Job Code: __6625__
Grade: __21__
FLSA: __Exempt__

Job Title	**Department**
Health Information Coding Supervisor (Inpatient, Outpatient, Physician-based)	Health Information Management

Job Summary

Supervises and coordinates the day-to-day operations of the coders throughout the Cook County Health & Hospitals System (CCHHS) Health Information Management Department. Refines staff to understand the impact of the causational relationship between medical terminology, coding and timeliness of reimbursement.

This position is exempt from Career Service under the CCHHS Personnel Rules.

General Administrative Responsibilities

Management

- Contributes to the management of CCHHS staff and CCHHS' systemic development and success
- Discusses and develops CCHHS system policies and procedures
- Consistently uses independent judgment to identify operational staffing issues and needs and performs the following functions as necessary: hires, transfers, suspends, layoffs, recalls, promotes, discharges, assigns, directs or disciplines employees pursuant to applicable Collective Bargaining Agreements

Supervision

- Directs and effectuates CCHHS management policies and practices
- Accesses and proficiently navigates CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Collective Bargaining

- Reviews applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participates in collective bargaining negotiations, caucus discussions and working meetings

Employee Engagement

- Documents, recommends and effectuates discipline at all levels
- Works closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements

Typical Duties
- Utilizes the electronic health record, health information systems and healthcare applications
- Reviews and updates policies and procedures that are aligned and comply with hospital and department policies and procedures and regulatory agencies
- Monitors daily department activities to ensure compliance with federal, state, and other regulatory agency requirements
- Assists coders with coding questions
- Maintains a good working relationship with medical staff and other hospital departments to achieve optimal service delivery
- Assists the System Manager of Coding with quality, service and budgetary initiatives
- Supervises staff and creates a positive work environment that encourages the exchange of ideas and knowledge
- Monitors workflow by effectively managing and organizing staff to meet turnaround times and project deadlines
- Cultivates a shared vision for the department that is consistent with the organization's vision and strategic initiatives by communicating and implementing department plans
- Ensures staff competencies are reached by providing orientation and training
- Hires qualified candidates, conducts employee performance reviews, counsels and provides disciplinary action as needed
- Establishes and monitors staffing levels according to department plan and makes adjustments
- Provides cross training to optimize daily operations and to meet the needs of the organization
- Provides ongoing training and education for staff development
- Participates in hospital-wide activities promoting health information and privacy and security education
- Assists in collecting, reporting and analyzing performance improvement and other data as needed along with consulting with the Site Manager to enhance department performance
- Monitors and analyzes performance and productivity to assure standards and goals are met
- Assures the safety and security of the Health Information Management Department
- Conducts regularly scheduled section meetings
- Maintains confidentiality of PHI (Protected Health Information)
- Attends departmental and Hospital required in-service and training in-service programs as requested or required; ensures the attendance of all staff
- Meets the standard for compliance of Continuing Education (CE) as defined by AHIMA or other licensing/certification agency, if applicable
- Communicates with physicians, clinical staff, patients, visitors, Managers and Supervisors throughout CCHHS
- May be required to work flexible hours, including weekends
- Performs other duties as assigned

Reporting Relationships
Reports to the System Manager Health Information Management, Coding

Minimum Qualifications
- Associate's degree or equivalent from college or technical school
- Certified Coding Specialist (CCS), Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA)
- Three (3) years of experience as a Supervisor/Manager in a healthcare environment

Minimum Qualifications continued

- Experienced coder using one or more of the following: CPT-4, HCPCS, Revenue, ICD9-CM and PCS, ICD10-CM and PCS, E&M, DRG, APC, etc.
- Experience working with electronic records systems and encoders
- Must be able to work flexible hours, including weekends

Preferred Qualifications

- Five (5) years of experience as a Supervisor/Manager
- Experience working in a union environment

HIM Coding Manager – Physician-based requirements

- Certified Coding Specialist, Physician-based
- Certified Outpatient Coding (COC)

Knowledge, Skills, Abilities and Other Characteristics

- Extensive knowledge and understanding of healthcare industry coding theory, rule and standards (CPT-4, HCPCS, Revenue, ICD9-CM and PCS, ICD10-CM and PCS, E&M, DRG, APC, etc.)
- Knowledge and understanding of medical terminology, body systems/anatomy, physiology and concepts of disease
- Knowledge and application of electronic records systems and encoders
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrates good computer and typing skills using Microsoft Office Suite (Word & Excel)
- Demonstrate strong management and leadership skills
- Ability to prioritize, plan, and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to work flexible hours, including weekends
- Ability to adhere to department policies and standards utilizing best practices
- Ability to maintain a high level of discretion and maintain confidentiality
- Ability to maintain a professional demeanor and composure when challenged

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval: _____   10/31/2016
                              Angela Espinosa   Date
                    Director of Health Information Management

Approval: _____   _____
                                Gladys Lopez   Date
                        Chief of Human Resources

Job Code: 6625
lc 10.26.2016

Initials _____