



Job Code: 8039
Grade: 24
HCWR: N

Job Title
Director of Health Information Management

Department
Finance

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

Job Summary

Reporting to Cook County Health's (CCH) Chief Financial Officer-CCHHS, the Director of Health Information Management (HIM) is responsible for assessing, directing, and coordinating all health information management functions and resources of the Health System to improve and contribute to the accurate and efficient capture, management, and collection of patient service revenue. This position will have ultimate responsibility for managing the following processes within HIM: coding, release of information, record management, chart analysis, and transcription.

General Administrative Responsibilities

Collective Bargaining

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

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Collaborates with the Chief Financial Officer-CCHHS in developing the overall strategy for Health Information Management
- Provides oversight for the daily functioning of coding, release of information, record management, chart analysis and transcription
- Sets measurable goals, tracks progress, and ensures accountability across HIM, establishes and monitors key performance indicators and reports appropriately to Senior and Clinical leadership
- Collaborates with Corporate Compliance, General Counsel, Quality & Patient Safety, Clinical Staff leadership, and others to ensure compliance with the requirements of regulatory agencies such as The Joint Commission, IDPH, CMS etc.
- Works closely with CCH Information System department in developing and maintaining electronic health record and health information management systems for optimum performance of all health information management functions
- Applies regulatory standards and guidelines to medical record documentation practices and information system applications to support revenue cycle goals and requirements for legal medical records
- Maintains comprehensive knowledge and serves as a subject matter expert for obtaining information or clarification on coding and documentation standards, state and federal law and regulatory requirements related to Health Information Management, effecting contemporary health record practices and knowledge of emerging technology to ensure that CCH's Information Management services and infrastructure are progressive and effective
- Evaluates and plans for advanced technology to enhance the quality, privacy and security of CCH's information assets
- Directs, coordinates and participates in the preparation of HIM Department annual budgets and monitors budget performance. Accountable for recruiting, interviewing, hiring, performance monitoring, training and retention of motivated and competent managers, supervisors, technical and clerical staff
- Responsible for initiating/following through with disciplinary action and termination of staff in consultation with Human Resources and the Chief Financial Officer-CCHHS
- Actively participates in department and hospital committees, as well as in special projects
- Promotes patient safety and quality by ensuring complete medical records are present,



Typical Duties

engaging Clinicians and by initiating/participating in deficiency reporting, specific reviews and quality monitoring

- Performs other duties requested by the Chief Financial Officer-CCHHS

Reporting Relationship

Reports to the Chief Financial Officer-CCHHS

Minimum Qualifications

- Bachelor's Degree in Health Information Management or related field from an accredited college or university
- Registered Health Information Administrator (RHIA) certification
- Five (5) years of experience in an acute care setting as a Director or Manager within Health Information Management

Preferred Qualifications

- Master's Degree in Health Information Management/Health Informatics from an accredited college or university
- Ten (10) years leadership in HIM, healthcare compliance, healthcare privacy, or similar field

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of hospital and physician coding and documentation practices to support reimbursement and record retention requirements
- Understanding of Federal, State, Local, and Agency healthcare laws, standards and regulations
- Ability to make competent professional judgments and decisions, understanding of the formal and informal organizational structure, demonstrating a desire and willingness to maintain and upgrade professional skills and education
- Should demonstrate strong problem solving and analytical skills
- Should be motivated to assume greater job responsibility
- Excellent oral and written communication skills, excellent interpersonal skills with groups and one on one
- Proficiency in Windows-based software including Word, PowerPoint and Excel
- Performs well in a multi-faceted and fast-paced environment both independently and as part of an interdisciplinary team
- Ability to respond calmly and professionally in stressful situations
- Demonstrated ability to manage vendor partner relationships, strategically plan and prioritize HIM functions with limited resources



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.