



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: HIM Program Manager
Dept./Division: Health Administration/Managed Care
Unit: Health Information Management
Job Family/Class: Health Information Management Series
Supervised By: Associate Director of Health
Employee Type: Salary
Pay Grade: T

NATURE OF WORK:

The Health Information Manager provides supervision and leadership to the Health Information Department. This position requires the manager to act as the liaison with the medical record department from other health care providers, Pascua Yaqui Health Programs in order to facilitate the administration of the local medical records programs. The incumbent supervises staff in the Guadalupe area and Tucson, is responsible for maintaining the electronic health information system, develop policies and procedures and ensure quality, rules, regulations, laws and policies are in compliance. The Health Information Manager will have budget responsibilities; focus on developing a department that maintains confidential, accurate and efficient customer service.

ESSENTIAL FUNCTIONS:

- Supervise staff to include: prioritize and assign work; conduct performance evaluations; ensure staff is trained; ensure that employees follow policies and procedures and maintain a healthy and safe working environment; make hiring, termination and disciplinary recommendations.
- Develop, implement and evaluate strategic short and long-range program goals, objectives to ensure alignment with Health Division goals; interpret and apply policies and procedures.
- Oversee department procedures to assure proper workflow, both interdepartmental and intradepartmental, conduct continuing evaluation and review the process for accuracy, security and efficiency.
- Serve as a liaison with other public agencies, municipalities, citizens and external organizations.
- Research, develop, and prepare a variety of reports, correspondence and documentation, analyze statistics and data.
- Perform complex or technical work of professional and technical staff.
- Administer and monitor the departmental budget including allocation of resources and approve expenditures.
- Respond to and resolve sensitive questions or concerns from the public, the community and staff.
- Provide advice and assistance in health information requirements and medico-legal aspects to the Health Department.
- Serve as the Chair of the Medical Records Review Committee, act as the primary advisor to management, medical, and professional providers on all phases of the Health Information Management components.

- Oversee the development of the internal training program for electronic recordkeeping systems by creating written materials and schedule on-going training for system and regulations up dates.
- Develop procedures to ensure quality control on medical records document, information and coding compliance; off-site storage, retention and destruction of program files.
- Act as the Tribe's HIPAA/Privacy Officer to ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA), Privacy Act of 1974, Freedom of Information Act Standards and Genetic Information Nondiscrimination Act (GINA) of 2008; duties include providing HIPAA and Privacy Training for the Health Division and other divisions as needed.
- Identify as the custodian of health records in relation to legal requests, subpoenas, court proceedings and other request that allows the tribe to meet all regulations and tribal policies.
- Oversee all non-electronic medical record files, documents and reports to ensure security, confidentiality and standardization of filing methods.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Management and leadership principles;
- Public relations principles;
- Budget administration principles;
- Program management principles;
- Marketing principles;
- Negotiation and mediation techniques;
- Medical Coding Standards such as CPT-4 procedures, ICD-9 and 10, diagnosis coding and HCFA 1500s and UB-92s;
- Medical tracking and reporting software, including but not limited to; electronic systems for processing third party insurance billing, AHCCCS eligibility and enrollment requirements, the RPMS system and/or Claim Tracker Program;
- Logical problem solving and ability;
- HIPAA Regulations;
- Grant and/or contract administration principles;
- Applicable federal, state, and local laws, codes, ordinances, rules and regulations;
- Advanced principles of assigned area of responsibility;
- Area resources;
- Strategic planning principles;
- Program management planning principles and techniques.
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Monitor and evaluate employees;
- Prioritize and assign work;
- Use a computer and applicable software applications;
- Analyze and develop policies and procedures;
- Ensure compliance with applicable federal, state and local laws, rules and regulations;
- Interpret and apply applicable laws, rules and regulations;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;

- Analyze, interpret and understand technical and statistical information;
- Prepare and give presentations;
- Public speaking;
- Mediate and resolve conflicts and problems;
- Manage multiple projects and programs simultaneously;
- Write technical procedures, policies, grants, contracts and/or other related detailed materials.
- Apply program practices to complex situations;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Bachelor's Degree in Health Administration or related field plus two (2) years experience in a health facility as Medical Records Program Supervisor; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

And

- Registered Health Information Records Certification is preferred,
- Health Technician Certification is preferred.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions. Incumbents may be subjected to work space restrictions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date