Supervisor, Health Information Management

Job Code 50018864

General Description
Oversee the daily operations of the Health Information Management Department in providing services to patients and support to the clinical staff.

Examples of Duties
Interview, recommend for hire, and supervise department staff including student employees. Review current departmental policies, and write new policies as needed. Process clinical documents from outside facilities. Maintain and hybrid clinical record system for active and inactive records. Process requests for health information and document disclosures. Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations.

Skill in: Preparing clear, concise, and grammatically correct reports; establishing rapport with faculty and staff, coordinating effective management of projects; operating a personal computer and related software; problem solving and decision-making; writing policies and procedures, preparing letters, memos, e-mails, and internal messages.

Ability to: Read and interpret manuals; perform basic math; delegate responsibilities to others; work as a team member on various tasks; communicate effectively with crew members.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements