



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HEALTH INFORMATION MANAGER

Job Number: 21000075

Job Code: 40900V230916

Job Group: 4000 - HEALTH SCIENCE AND LABORATORY

Job Established: 10/16/2011

Job Revised: 09/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Oversees, provides technical assistance and monitors compliance with medical records and reports compliance with federal and state licensing and regulation requirements in a medical facility or operation; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE, TRAINING, OR SKILLS:

Must have two years of experience in medical records administration.

Substitute EDUCATION for EXPERIENCE:

None.

Substitute EXPERIENCE for EDUCATION:

None.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be accredited by the American Health Information Management Association as a Registered Health Information Technician (RHIT) OR be registered by the American Health Information Management Association as a Registered Health Information Administrator (RHIA.) <http://www.ahima.org/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews medical records for completeness and accuracy according to established standards. Codes and indexes diseases according to the recognized classification system. Assists in research involving medical records. Abstracts case histories for special reports. Supervises the medical record section, mail services, PBX operation and transportation service. Supervises the admission, transfer and dismissal of patients and coordinates all related services. Interprets and enforces legal procedures pertaining to admission, leave, transfer and discharge of patients, and makes necessary contacts. Corresponds with courts, health officers and families of patients. Answers inquiries for information recorded in patient's records in accordance with prescribed policies. Supervises the preparation of daily statistical reports. Arranges for patient attendance at special clinics and for treatment in outside facilities. Participates in staff meetings. Maintains inoculation schedules and obtains surgery and autopsy permits.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting within a hospital facility.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.