



Position Description

Position Title:	Health Information Services Coordinator		
Department:	Health Services Center	Reports To:	Licensed Nursing Home Administrator
Classification:	Non-Exempt	Revision Date:	August 2018

Position Overview

Health Information:

Assumes responsibility for all aspects of the medical records. Serves as secretary for various committees. Works with Financial Services to assure that billing information is correct. Provides computer support for nursing staff. Assigns electronic medical record information to nursing staff. Coordinates monthly fire drills with Maintenance for the day shift, including weekends. Keeps up on State and Federal Regulations and Guidelines. Coordinates Quality Assurance program. Maintains adequate supply of nursing forms.

Principle Duties and Responsibilities

Health Services Center:

1. Initiates, maintains and completes all medical records. Notifies physicians to ensure timeliness of physician visits in accordance with CMS guidelines. In accordance with state and federal guidelines, the Coordinator will destroy old medical records and will maintain legal requirements to protect all resident medical records. Maintains flow of information and confidentiality of medical records. Coordinates off-site storage of medical records, including processing, shipping, storage, and destruction of medical records being stored off-site. Keeps abreast of Long Term Care Survey Regulations. Works with nursing to maintain accurate and updated survey-required documentation. Is part of the immediate survey-response team.
2. Maintains daily census and submits monthly actual and paid census reports to CFO. Monitors Case Mix Index and submits quarterly reports to Nursing Home Administrator and President/CEO.
3. Coordinates Health Services Center Quality Assurance program, scheduling meetings and recording minutes. Conducts quarterly Q/A studies of various aspects of health care provided. Provides assistance/training to other Havenwood Heritage Heights' departments conducting Q/A studies as needed. Maintains Quality Assurance Book in the Health Services Office for survey readiness. Publishes Quality Assurance Information article in the Employee Newsletter. Revises Health Services Center policies and procedures as needed.
4. Tracks and files all Health Services Center incident reports. Coordinates the reporting of reportable incidents with the Licensed Nursing Home Administrator.
5. Maintains files of Health Services Center resident investigations, both internal and reportable.
6. Chief Privacy Officer - establishes accountability for privacy program in accordance with HIPAA regulations. Responsible for approving all disclosures of protected health information. Responsible for coordinating mandatory training of all employees. Responsible for maintaining documentation of all HIPAA meetings and training. Responsible for and conducts, at least annually, a review of HIPAA

implementation progress, access control logs, and accounting of protected health information released.

7. Processes and submits Long Term Care insurance requirements on behalf of the Health Services Center residents. Coordinates with Care Management, Financial Services and Nursing to ensure that accurate information is being submitted to the Long Term Care insurance companies.
8. Develops and administers Health Information Department budget with input and final approval from the Nursing Home Administrator.
9. Provides office coverage in the absence of the Health Services Center Office Coordinator. Leads Quality Assurance meetings in the absence of the Nursing Home Administrator. Assumes additional responsibilities as requested.

Competencies

- Relational and Emotional Intelligence
- Resident focus / Resident Rights
- Emergency Procedures
- Outstanding customer service skills
- Organizational skills
- Collaboration and teamwork skills
- Communication proficiency
- Presentation Skills
- Discretion
- Problem Solving/Analysis
- Technical Capacity.
- Ethical practice
- QAPI
- Strategic thinking skills

Qualifications and Skills

- Graduation from high school, G.E.D. or its equivalent.
- Each additional year of approved formal education may be substituted for one year of required work experience.
- Three years' experience involving the maintenance of medical records.
- Registration as an Accredited Records Technician (ART) or Registered Records Administrator (RRA) issued by the American Health Information Management Association (AHIMA) is preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. General office environment. Regularly required to sit; use hands to finger, handle or feel objects, tools, or controls. Frequently required to talk or hear. Occasionally required to reach with hands and arms. Frequently required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds without assistance. Specific vision abilities include close vision and the ability to adjust focus.