



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position: HIM (Health Information Manager)

Location: Lac Courte Oreilles Community Health Center

Salary Range: Negotiable

Posting Date: January 12, 2022

Closing Date: 01/27/2022

Description of Position:

The Health Information Manager (HIM) will bridge the gap between information technology and patient care. They guarantee that medical information such as lab test results, nurse's notes, and procedure records are accurate, protected, and able to be analyzed. The HIM, must stay on top of technology trends that enable the acquisition, storage, and retrieval of medical information. Health information manager will protect the privacy and accuracy of patients' medical records. The HIM will collaborate with medical, operational, and administrative staff to develop, implement, and maintain information management systems. The HIM will ensure that all new systems comply with all relevant laws and regulations.

Qualifications:

- Associate of Science degree in Health Information Technology required.
- Certification as a Registered Health Information Technician (RHIT) required.
- Must possess knowledge of medical records format and content and be able to perform work in a fast paced, constant change, production environment with a focus on quality.
- Must possess excellent customer service skills and be able to clearly, concisely and professionally communicate verbally and in written forms.
- Demonstrates proficiency in Microsoft Office (Excel, Word, and Outlook) applications.
- Familiar with Electronic Medical Records required.
- Knowledgeable of HIPAA
- Strong Organizational Skills
- Self-motivated, self-directed ability to manage HIM systems and flow for quality care.

- Must be responsible, dependable, able to maintain confidentiality of information, and abide by all HIPPA rules and regulations.
- Valid driver's license
- Valid Vehicle Insurance
- Must be able to pass background check
- Must be able to pass pre-employment and random drug testing

Duties and Responsibilities:

1. Protect the privacy and accuracy of patients' medical records.
2. Collecting and analyzing of patient data, ensuring accuracy of patient records, ensuring privacy of patient records, managing and maintaining databases, and generating and analyzing reports.
3. Coordinates with clinicians to ensure documentation contains all required elements and is completed in a timely manner.
4. Respond to requests timely for medical information by performing duties in accordance with establishing clinic and departmental policy and state federal laws.
5. Responsible for the receipt, scanning, indexing of medical record documents into the Electronic Health Record in a timely and accurate manner. Obtains information from outside records; inpatient, outpatient visits into the computerized medical data base.
6. Verifies ROI's, coordinates and completes the release of medical information to all requesters, including patients, physicians, and other healthcare providers.
7. Verifies ROI's Coordinates and completes the release of medical information to insurance companies and lawyers.
8. Processes subpoenas and court orders.
9. Verifies authorizations in accordance with the policies and procedure and laws.
10. Ensures all records are stamped with the date received and logged in the correspondent log.
11. Updates and maintains HIM Department Policies and Procedures.
12. Works closely with all departments of the LCO-CHC.
13. Performs quarterly performance improvement activities through chart review etc.
14. Works independently and collaboratively with minimal supervision. Adheres to guidelines with regard to accessing minimum necessary information to complete job function.
15. Utilize independent analytical and critical thinking skills.
16. Provides HIPAA training to all employees of the LCO-CHC and maintains documentation of mandatory training.
17. Supervises the medical records clerk.
18. Ensure great customer service.
19. Reporting of adverse incidents.
20. All other duties as assigned by the Medical Director.

Supervision and Guidance:

The HIM will work under the direct supervision of the Medical Director with oversight by the Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any Stated Qualifications

Three (3) Current Letters of Recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

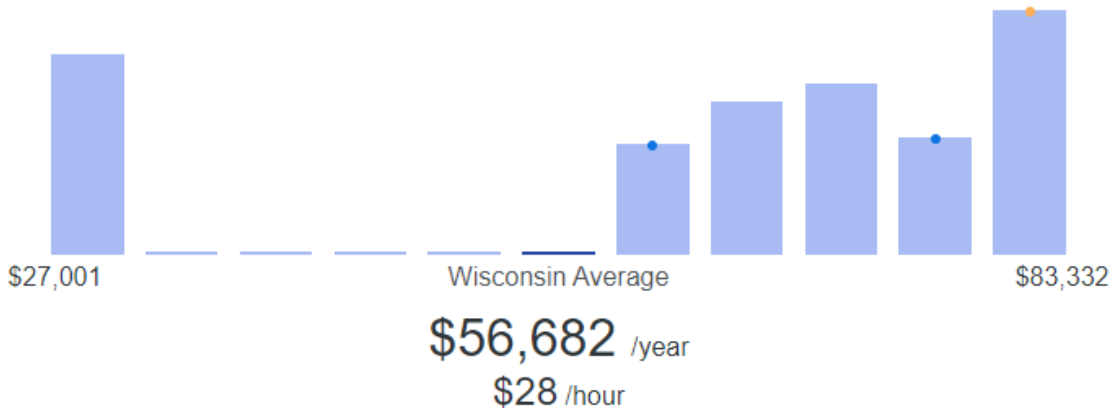
Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX
sklecan@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

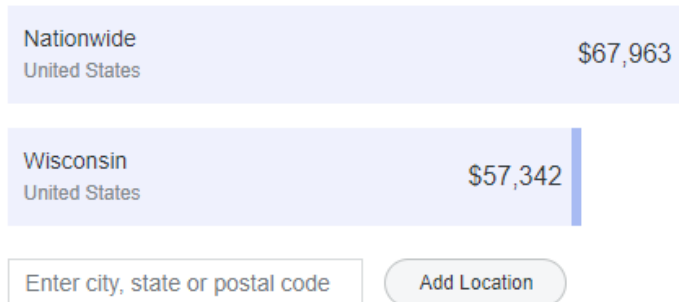
01/10/2022

Health Information Manager Salary in Wisconsin

Yearly Monthly Weekly Hourly Table View



Health Information Manager Salary in Wisconsin Comparison by Location



Salary Range: \$43,900 to \$57,300 / Per Year

The incumbent serves as the Director of the Health Information Management [HIM] department. The Director leads the activities of the Health Information Management department which includes medical records, clinical applications, data entry and coding services that utilize electronic data systems, i.e. RPMS and Electronic Health Records [EHR]. The Director also monitors compliance with accrediting and regulatory agency requirements.

Duties: Responsible for planning, directing, coordinating and controlling the overall day to day aspects of Health Information Management for all HIM activities, including the accuracy of coding, the accuracy and security scanning, filing, release of information, and maintenance of patient records [both paper and electronic], and for the storage of inactive paper records. Organizes and directs the efforts of departmental medical records and coding staff in the performance of their duties to ensure quality service is provided by the department and to meet

departmental goals objective. Balance and coordinate medical record management to meet Federal and HIS Regulations, Santee Health Center goals, and those of external accrediting and oversight bodies, i.e., AAAHC, Office of the Inspector General [OIG], etc. Designs, implements and maintains systems aimed at ensuring the quality, effectiveness and efficiency of departmental operations, including automated systems/data collection/improved work flows. Ensure compliance with the IHS and other Federal requirements regarding coding under Centers for Medicare Medicaid Services [CMS]/Medicare guidelines and for reimbursement from health insurance carriers, performance measures, and data capture programs and others. Develops policies and/or procedures to comply with new and for changed programs such as CMS/Medicare Regulations and others. Priority is given to timely, valid and reliable data sets, documentation, coding for reimbursement, adherence to health information guiding principles, internal and external monitoring and ongoing employee training. Plans and recommends goals and objectives for areas of responsibility plans and implements systems/procedures for goal attainment, including setting and reviewing productivity and quality standards. Assist in the selection and evaluation of medical records and coding staff and ensures compliance with departmental and clinic policies and procedures. Plans, recommends and conducts in-service training programs for department staff. Conducts and maintains department training for Electronic Health Records. Serves as department liaison to various clinic departments. Maintains competency in field as defined by continually meeting all established job qualifications and licenser requirements. Provides technical assistance and direction in attaining and maintaining accreditation for the Santee Health and Wellness Center. Maintains a working knowledge of applicable Federal, State, and Local laws and regulations, including the Standards of Conduct, Code of Ethics, as well as other policies and procedures in order to ensure adherence in a manner that reflects honest, ethical and professional behaviors. In accordance with unit or departmental practice, actively participates in on-going education and communication regarding revenue management. Participates in various clinic committees as assigned by the Service Unit Director. Qualifications: Associates degree required. Associates degree and Certified Coding Specialist [CCS], and or Registered Health Information Technician [RHIT] preferred Requires previous work experience in a managerial capacity for at least two years, or equivalent. Ability to use computer computerized data and retrieval systems to code and retrieve medical records, and software and information systems relative to health information services. Ability to apply legal principles, policies, regulations, and standards for the control and use of medical records information, handling subpoenas and court orders, and assessing risk. Ability to manage and supervise the review and analysis technical evaluation of clinical records in relation to the Standards of the Accreditation Association for Ambulatory Health Care. Ability to communicate and work with individuals from a variety of clinical disciplines. Ability to utilize ICD-9 codes [and ICD-10], Clinical Modification, American Medical Association Current Procedural Terminology [CPT], Evaluation and Management Coding, Medical Terminology and Anatomy for diagnoses codes. Ability to attain Certified Coding Specialist [CCS] and RHIT [Registered Health Information Technician] or RHIA [Registered Health Information Administrator].

Medical Records Manager Salary in Wisconsin
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How much does a Medical Records Manager make in Wisconsin? The average Medical Records Manager salary in Wisconsin is \$94,641 as of December 27, 2021, but the range typically falls between \$78,071 and \$112,491. Salary ranges can vary widely depending on the city and many other important factors, including education, certifications, additional skills, the number of years you have spent in your profession.

[View Minimum Wage Values in Wisconsin](#)

Based on HR-reported data: a national average with a geographic differential

[View as table](#)

25%

\$78,071

10%

\$62,985

90%

\$128,742