



**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:** December 9, 2019

**Closing Date:** Open Until Filled

#### **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 CEO 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](mailto: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.*

12/09/2019