

Class Specification
for the Class:HEALTH INFORMATION MANAGEMENT ADMINISTRATOR II
EM-05; BU:35Duties Summary:

Supervises, plans, organizes, and directs the activities of a health information management department for a region of Hawaii Health Systems Corporation (HHSC). Administers, develops and maintains plans, policies, guidelines, standards and procedures relating to health information management activities, provides health information management consultative services; and performs other related duties as required.

Distinguishing Characteristics:

This class involves responsibility for administering, directing, and implementing plans, policies, guidelines, standards and procedures for health information management activities in order to establish and maintain uniform practices for a region. It further involves responsibility for providing health information management consultative service to personnel of health information management departments; administrative, medical and other professional staff personnel; and to third party insurance personnel for a region.

Supervisory Control:

Work is performed under general administrative direction and in accordance with broad objectives. Supervision at this level is nominal and consultative in nature.

Examples of Duties:

Administers, directs, develops and maintains plans, policies, guidelines, standards and procedures for health information management activities, and assures compliance of the health information management department ; studies and makes recommendations for installation of health information management systems and for the staffing needs of the health information management departments; makes recommendations concerning the coordination of the health information management programs with the various medical and related programs of the department; provides health information management consultative services to health information management personnel, hospital staff personnel and to third party insurance personnel; consults with

representatives of various organizations in developing a health information management program which will meet professional, legal or participating requirements of such organizations; studies new techniques, methodology, developments and requirements in health information management activities to maintain valid and authoritative information, prepare plans for implementation; prepares and/or conducts seminars and training sessions regarding the maintenance of health information and the use of health information management; checks, interprets and advises on such matters as Standard Nomenclature, national health surveys, International Statistical Classification and legal aspects of health information maintenance and reporting; oversees the Quality Improvement Program for Health Information Management and directs changes in operating procedures as necessary; attends administrative staff conferences and meetings to provide advisory services; maintains close liaison with interested groups and professionals; prepares correspondence, memoranda and reports; plans and conducts training for subordinates and evaluates work performance.

Knowledges and Abilities Required:

Knowledge of administrative functions, principles, procedures and practices relating to Health Information Management activities. Must have knowledge of current trends and developments in health information management methods and procedures. Knowledge of quality improvement processes, data collection and statistical analysis. Knowledge of good customer service principles. Ability to administer and provide overall direction and coordinate various Health Information Management activities, plan, implement and evaluate operations and activities. Ability to provide health information management consultative services and conduct seminars and training sessions in health information management activities. Ability to make sound administrative recommendations and decisions; resolve personnel and program problems; deal tactfully and effectively with physicians, patients, visitors, employees, and others.

This is the first class specifications for the class Health Information Management Administrator II, effective September 15, 2017.

DATE APPROVED: September 15, 2017

JUANITA LAUTI
Director of Human Resources