



313 Jefferson Ave  
Toledo, OH 43604  
419.720.7883 ext. 212

## MANAGER, MEDICAL RECORDS & HIPAA COMPLIANCE

Reports to CEO

### GENERAL FUNCTION:

Medical Records Supervisor is responsible for maintaining and securing all written and electronic medical records within NHA's medical records department/systems. Must also ensure that information contained in the record is complete, accurate, and only available to authorized personnel. Other duties include overseeing medical records personnel. The Medical Records Supervisor will also collect data and generate and/or submit audit reports and other reports as assigned, to the Director of Clinical Support Services, Chief Medical Officer, Director of Quality Improvement, Executive Management Team and QA Committee as requested. Also serves as a member of the QA committee. Assigned to work in medical records as scheduled and serves as a back-up for medical records staff in order to ensure the effective and efficient operation of the department.

The Medical Records Supervisor acts as a support to members of the PCMH Care Teams. The Medical Records Supervisor will work cooperatively with and interact with the patients and other team members to assist in the coordination of patient care and to achieve the stated patient and PCMH Team goals and objectives. PCMH goals and objectives include increased access to patient care, high quality patient care, and patient self-management of care.

### DUTIES:

- Assists with the coordination of staffing patterns for the medical records staff, which includes making daily assignments based on the organization's medical records needs.
- Responsible for the smooth and efficient flow of information to the appropriate medical record(s).
- Responsible for the completion and submission of reports and chart audits as assigned.
- Provides input for medical record MA's for annual or probationary evaluations
- Resolves problems and difficulties relative to the medical records department in regards to patient needs
- Must be knowledgeable of all personnel and departmental policies and procedures and is responsible for ensuring that the policies and procedures for the medical records department are followed on a consistent basis

- Responsible for ensuring medical records department inventory is completed according to organizational policies and submit order requests for approval.
- Represents the medical records department at organizational meetings as assigned and provides feedback as appropriate
- Acts as a liaison with other agencies that interact with the medical records department
- Knowledgeable of HIPPA regulations and standards
- Ensure the maintenance and completion of appropriate logs and records that are part of the medical records department
- Assists with orientation and training of new and current medical record employees.
- Responsible for training all medical records staff on proper procedures and ensure that all medical records staff are consistently following the established protocols.
- Responsible for ensuring charts are purged yearly at each NHA site and documented according to organizational policy and regulatory requirements.
- Review medical records policy and procedure manual on an annual basis to ensure that policies are updated and to revise them as necessary ensuring that all staff have been informed and trained on the revision as necessary
- Communicates clearly and assertively with medical records staff
- Attend training seminars when appropriate to keep updated on current HIPPA laws and medical records management
- Assists in the preparation of departmental budget; including the purchase of equipment and supplies.
- Responsible for maintaining departmental expenses within the departmental budget.
- Stays abreast of new technologies as well as changes in regulatory requirements.
- Member of other committees as assigned
- Other job duties as assigned

#### **Attendance:**

- Regular physical attendance at the worksite(s) is an essential function of this position as client interaction and staff supervision cannot be performed remotely.

#### **QUALIFICATIONS:**

- Must be a RHIT (Registered Health Information Technologist). Strongly prefer three (3) years documentable medical records experience.
- Two (2) years experience supervision
- Must be knowledgeable of medical records practices and utilization management
- Strong knowledge of dictation and purging medical record files
- Ability to maintain patient confidentiality
- Good organizational and technical skills
- Ability to work under demanding conditions

- Ability to prioritize
- Strong team-player w/time management capabilities
- Ability to work under demanding conditions
- Knowledge of medical record chart, forms, and procedures
- Willingness to assume leadership responsibilities
- Projects good image of the organization
- Must be able to lift 30 pounds on occasionally

Benefits: Health, Dental, Vision, Life Insurance and 403(b) Retirement Plan

Paid Holidays (10 per year)

Full Time position

Monday - Friday (8:00am to 5:00pm); summer hours (8:00am to 6:00pm M-TH and 8:00am to 12:00am Friday)

When submitting resume, please send in salary expectations