

SHAWNEE COUNTY, KANSAS
Position Description
Health Information Management Systems Specialist

POSITION NUMBER: HA1223

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, the Health Information Management Systems Specialist is responsible for leading and directing Accreditation and Quality Improvement. This position functions as the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Officer for the Shawnee County Health Department (SCHD) and coordinates staff training to ensure compliance and protection of health information.

This position performs duties related to the maintenance of patients' medical records (physical and electronic). This position assists in planning a system wide, integrated quality/risk management program for population based services in accordance with Public Health Accreditation Board (PHAB) Standards and Measures, as well as other national performance standards.

This position will coordinate all accreditation and reaccreditation activities for the Health Department. Coordinates with Team Leaders, Supervisors, and Division Managers to implement Quality Improvement (QI) projects and assure the quality of services provided. Performs other duties as required. This position is supervised by the Finance and Administrative Division Manager.

WORK PERFORMED

40% Quality Management.

- Maintain and execute the SCHD Quality Improvement Plan and all associated activities defined within.
- Maintain and execute the SCHD Performance Improvement Plan and all associated activities defined within.
- Coordinates staff in organization wide Quality Improvement Plan and Performance Improvement Plan needs and opportunities.
- Provides training to all health department staff related to Quality Improvement Plan and Performance Improvement Plans.
- Chairs the QI Committee and coordinates all meetings and project management duties.

20% Accreditation

- Coordinates accreditation/reaccreditation processes by implementing timelines for annual reports.
- Serves as the Accreditation Coordinator for the health department.
- Chairs the Accreditation Committee and coordinates all required activities and documentation as set by PHAB.

Shawnee County Position Description
Health Information Management Systems Specialist (HA1223)

20% Maintenance of Medical Records.

- Develops and oversees processes in the Health Information Management Systems (HIMS) program: ensures that HIMS processes and controls are evaluated against the organization's internal and external information needs on an ongoing basis.
- Actively participates in the Electronic Health Records (EHR) committee.
- With guidance from Leadership, works actively with the Shawnee County Information Technology Department and third party electronic health record vendors to develop forms to enhance high quality data collection.
- Develops, maintains, and implements policies and procedures for chart maintenance, retention, inventory, and destruction of medical records; evaluates and improves the effectiveness of policies, procedures and work flow.
- Oversees the yearly purging, storage and destruction of medical records from each Program site according to federal and state record retention regulations.
- Handles requests for patient records from disability determination, Worker's Compensation, attorneys, private physicians, insurance companies (HEDIS audits) and requests for transfer of records.
- Reviews obituaries weekly for department patients who have become deceased.

10% Risk Management.

- Tracks risk management activities such as incident reports for the health department as it relates to population based services and job specific workforce development (internal and external).
- Works with Leadership Team in the presentation of SOPs related to "risk management".
- Facilitates assigned risk management program task force subcommittees.
- Tracks performance criteria for the health department and reports quarterly on performance metrics to Leadership.

10% Compliance.

- Monitors changes in external regulations, statutes, and standards that directly impact Health Department activities and clients.
- Ensures compliance of EHR integrations for external agency data (WebIZ, KHIN, etc.).
- Reviews policies and procedures to maintain compliance of HIPAA Law.
- Cooperates with external agencies for any compliance reviews, investigations or surveys.
- Works collaboratively with risk management, department heads, Information Technology, and Human Resources to minimize the potential risk of privacy and security breaches, to mitigate damages if any, and to resolve related issues.
- Provide annual trainings on HIPAA and Ethical Conduct to all staff.
- Monitors local, national, and international trends in healthcare delivery.
- Responds to requests for protected health information by following department policy and any applicable federal and state laws and regulations.
- Serves as an internal consultant on health information management issues including release of information, information storage and retrieval, and record retention as well as authorship and authentication of health record documentation, standardization of medical vocabularies, and use of classification systems.
- Creates and implements EHR user audit for internal users to insure HIPAA compliance.

Shawnee County Position Description
Health Information Management Systems Specialist (HA1223)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Healthcare compliance: knowledge of privacy and security regulations, confidentiality, laws, access and release of information practices.
- Health information management, best practices, processes and procedures.
- Knowledge of medical terminology, classification systems, and vocabularies.
- Knowledge of Public Health Accreditation and Quality Improvement processes.
- Overall comprehension of 10 Essential Public Health Services
- General office machines and modern office practices.
- The English language, spelling, grammar and arithmetic computations.
- Operation and minor maintenance of various office equipment.
- General use of computer software and applications.
- Public Health Quality Performance standards, performance measurement, reporting of progress and quality improvement process guidelines.
- Experience with the electronic health record, health information systems and healthcare applications.
- Experience with regulations and accreditation standards, knowledge of specific local, state and federal requirements and standards related to the management of health information.

Ability to:

- Must be dependable, organized, and able to work independently.
- Maintain professional relationships with local, regional, and national organizations to gain insight and understanding of future trends, regulations, etc.
- Takes the initiative to make decisions and is an advocate for change.
- Perform multiple tasks.
- Interpret and apply federal, state and county laws, resolutions, rules and regulations.
- Communicate effectively, both orally and in writing, using the English language.
- Follow oral and written instructions.
- Demonstrate sensitivity in working with people of various cultures, social and financial backgrounds.
- Operate a variety of office equipment.
- Apply quality improvement techniques to specific situations.
- Demonstrate critical thinking/problem solving from a performance management perspective.
- Make effective presentations to employees, community groups, and in public forums.
- Work with multidisciplinary team.
- Coordinate and manage projects.
- Develop, organize, motivate, and coordinate groups across the organization.
- Collect and organize data.

Shawnee County Position Description
Health Information Management Systems Specialist (HA1223)

Skill in:

- Demonstrating leadership skills and exercising judgment within generally defined practices and policies when selecting methods and techniques in problem solving.
- Working with diverse populations.
- Utilizing standard performance improvement tools and techniques.
- Use of Microsoft Office applications (Word, Excel, PowerPoint, etc.) and Adobe Acrobat.
- Excellent organizational skills and strong attention to detail.
- Strong project management skills.
- Data and document management.
- Strong writing skills.
- Excellent interpersonal, meeting/group facilitation, and team building skills.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O				N	O	F	C		N	O	F	C
HANDS						BODY/TRUNK					OTHER			
Reaching		X				Sitting			X		Driving		X	
Pushing/Pulling		X				Bending		X			High Elevation	X		
Climbing		X				Reaching		X			Unprotected Heights	X		
Throwing	X					Lifting		X			Around Moving Machinery	X		
ARMS						Carrying		X			Driving Automotive Equipment		X	
Reaching		X				Jumping	X				Exposure to Dust, Gases and Fumes		X	
Lifting		X				Twisting		X			Cramped Body Position	X		
Pushing/Pulling		X				Squatting		X			Sustained Positions		X	
Carrying		X				Turning		X			Noise Levels (Excessive)	X		
Throwing	X					LEGS/FEET					Electrical Hazards	X		
EYES						Walking		X			Slippery Surfaces		X	
Near Vision				X		Standing		X			Work Above Ground	X		
Far Vision				X		Sitting			X		Work Below Ground	X		
Color Vision				X		Carrying		X			Irregular Surfaces	X		
VOICE						Climbing		X			Moving Objects	X		
Talking			X			Jumping	X				In High Volume Traffic	X		
EARS						Turning		X			Exposure to Marked Changes in Temperature and Humidity			
Hearing				X		Lifting		X						

EQUIPMENT USED

Personal Computer	Fax Machine	Office Furniture
Telephone	Photocopier	Office
Printer	Scanner	Equipment

MINIMUM QUALIFICATIONS

- Associate's Degree from an accredited college or university.
- Twelve (12) months experience in Health Information Management, Medical Records, or Records Management.
- Valid Driver's License and able to operate County-owned vehicle (HR-2013-2).

Shawnee County Position Description

Health Information Management Systems Specialist (HA1223)

- HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Health Information Management or related field.
- Skills in the development of data dashboards.
- Experience in records management, legal communications, and confidentiality practices (HIPAA).
- Experience in tracking data, including performance measures.
- Experience in performance management, continuous quality improvement, public health infrastructure development
- Certified in Healthcare Privacy and Security (CHPS), or Registered Health Information Technician (RHIT), or Registered Health Information Administrator (RHIA)

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical and drug screen
- Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100-200 within six (6) months of employment.
- Required to obtain CHPS, RHIT, or RHIA certifications within six (6) months of employment. Inability to receive certification will result in dismissal.

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Health Information Management Systems Specialist (HA1223)

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 11/18
Revised: 05/25