



CAREER OPPORTUNITY

Job Title: HIM Coordinator
FLSA Status: Full Time/Non Exempt
Reports To: Revenue Cycle Manager
Location: Medical Records
Number of Openings: 1

Pershing General Hospital is an Equal Opportunity Employer & Drug and Alcohol Free Workplace

All PGH positions are Safety Sensitive

Position Overview

The Health Information Management Coordinator is responsible for revenue cycle functions which include: Managing the operation of the HIM Department and serving as lead coder ensuring that patient record documentation meets state and federal regulations that physician documentation supports coding, and that all official coding guidelines are followed. Review and resolve issues on the unbilled report. In addition to the revenue cycle function, the HIM coordinator will oversee and assist as needed release of information, physician chart deficiency, scanning and validating paper documents, compiling statistics, gathering data for trauma, cancer, birth, and death registries, maintaining Master Patient Index (MPI), and filing. This position works closely with medical staff physicians, hospital employees, and department directors in daily operations. It is the responsibility of this position to maintain quality and patient safety, and to assist in managing the financial and data processing functions of the HIM department. Will attend meetings as required or requested.

Qualifications

Highschool Diploma or GED required. Ability to read, write, and understand English to communicate effectively with patients, co-workers, and supervisors. Proficient in computers and multi-tasking preferred. Medical Terminology preferred. Three years' experience in a CAH healthcare setting experience preferred. Two years of coding experience using ICD-10-CM or equivalency preferred. CCS, CCS-P, or CPC certificate required. Will enroll in continuing education courses to maintain certification. Enrolled into AHIMA-approved Registered Health Information Technician RHIT or RHIA program within 6 months. Computer skills required. Keyboard proficiency at 50 wpm. Proficient in Microsoft office products, including Word, Outlook, and Excel. Prefer experience with CPSI software. One year experience hospital based electronic medical record

CCS or CPC required and enrolled in RHIT Program

Demonstrate initiative and judgement in performance of job responsibilities, while being professional, flexible and dependable.

Ability to follow written and oral directions

Demonstrates high level of personal and professional accountability and responsibility

Self-directed and performs duties independently

Ability to problem-solve and apply critical thinking skills

Must have the proven ability to maintain confidentiality

Must demonstrate excellent customer service and communication skills including listening, public contact and conflict resolution

Ability to effectively communicate and coordinate daily work flow to ensure department needs are met

Must be flexible, dependability and demonstrate the ability to adapt to change

Able to relate to individuals of diverse professional and cultural background

Technical Skills:

Able to abstract information for ease of use

Ability collect, integrate, analyze and disseminate health related data Able to retrieve, compile and present accurate data

Manage files paper and electronic (scan, pull, file, audit, respond to requests, track)

Able to research specific needs to insure compliance

Able to analyze data in relation to licensing standards

Able to assure that confidential information is secured and released in accordance with legal, ethical and institutional requirements

Understand state regulations as they relate to health information

Aware of public laws that are administered and operate within Nevada

Can interpret legalities – rules and regulations

Competent in Medical Terminology, Anatomy & Physiology, Pharmacology, Diagnostic Methods, Disease and Injury Processes and Clinical Lab Tests and Values

Understand the quality improvement process.

Willingness to complete RHIT and maintain current licensures

General Responsibilities

1. Exhibits behaviors that are consistent with the Mission, Philosophy, and Values of Pershing General Hospital and Nursing Home as well as the culture and objectives of Pershing General Hospital and Nursing Home. All employees are expected to work as needed in providing health and wellness services in the communities within Pershing General Hospital and Nursing Home.
2. Ensures all department and facility guidelines are followed.

3. Manages systems for continuously monitoring, evaluating, reporting and improving the departmental functions and develops department quality improvement processes and plans.
4. Plans, directs, organizes and manages the activities of the HIM Department according to facility guidelines and Medical Staff Bylaws, Rules and Regulations.
5. Coordinate and maintain coding program with outsource company.
6. Assists in preparing and submits the proposed annual department budget by the specific deadline.
7. Maintains accountability for budget compliance and budget variance.
8. Identify, initiate, and monitor process improvements that affect the revenue cycle process.
9. Responsible for periodic review and revision of departmental guidelines.
10. Develops and maintains strong relationship with medical and clinical staff to facilitate query completion and compliance with clinical documentation requirements to ensure optimal patient care and revenue capture.
11. Audit patient record documentation to verify compliance with state and federal regulations for content, completeness, and timeliness.
12. Develops, updates and implements policies and procedures related to HIM, Compliance, Coding and Abstracting.
13. Responsible for the daily operations of the department including:
 - a. Responds to release of information requests from attorneys, healthcare providers, and government agencies accurately and in a timely manner.
 - b. Completes original and complimentary birth certificate on all newborns, submits information to State Department of Vital Statistics.
 - c. Researches coding/billing edit problems and provides resolution to the appropriate department or personnel.
 - d. Analyze and abstract data from health record to facilitate reporting requirements for quality measures and statistics.
 - e. Assign diagnostic and procedural codes, based on health record documentation, in an accurate and timely manner to facilitate claim processing.
 - f. Ensure physicians complete required areas of the health record.
14. Know how to perform duties of HIM Clerk which include but not limited to as adjusting and corrections to patient files as necessary, retrieving and filing records from connex unit, answers phones, makes copies, and faxes or makes requested records.

In addition to the responsibilities described above, the role may include other responsibilities and duties as assigned on occasion, based upon Pershing General Hospital and Nursing Home's needs or requirements.

How to Apply

Completed applications may be submitted to Human Resources, Maria Montes, Human Resources Director – lmontes@pershinghospital.org
Qualified individuals being considered will be contacted for an interview.