



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
BRYCE HOSPITAL

200 UNIVERSITY BOULEVARD
TUSCALOOSA, ALABAMA 35401-1250
205-759-0799 FAX 205-759-0890
WWW.MH.ALABAMA.GOV



JIM REDDOCH, JD
COMMISSIONER

SHELIA PENN, BSN MPH
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
EQUAL OPPORTUNITY EMPLOYER**

<u>JOB TITLE:</u>	Medical Records Director II	<u>NUMBER:</u>	13-19
<u>JOB CODE:</u>	Y3000	<u>DATE:</u>	March 8, 2013
<u>SALARY RANGE:</u>	72 (\$35,589.60 - \$53,995.20)	<u>PCQ#:</u>	8800474
<u>JOB LOCATION:</u>	Bryce Hospital 200 University Blvd. Tuscaloosa, Alabama 35401		

QUALIFICATIONS: Graduation from an accredited four year college or university with a degree in Health Information Management or a directly related field. Considerable (48months or more) responsible experience in medical records work, including experience (12 months or more) of a supervisory nature.

NECESSARY SPECIAL REQUIREMENTS: Registration as a RHIA (Registered Health Information Administrator) with the AHIMA (American Health Information Management Association). Other related education and/or experience may be substituted for all or part of these basic requirements.

KIND OF WORK: This is a highly responsible supervisory and technical work directing the Health Information Program for Bryce Hospital. Will plan, organize, coordinate and evaluate the operation of the patient records for completeness and accuracy. Analyze and interpret records for summary, special reports, and release of pertinent information to authorized person/agencies. Will maintain facility census documentation on a daily basis. In addition will enter patient data into the statewide system (CARES) and personal computer. Will enter new patient information into CARES system. Utilize personal computer to track patients as they move from a unit or in and out of hospital. Work is performed independently, subject only to instruction and review by an administrative supervisor for conformity with Departmental policies, state and federal laws.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Joint Commission and Medicare standards relating to Health Information.
- Knowledge of principles of Health Information.
- Knowledge medical terminology, indexes and classification system.
- Knowledge of current HIPPA guidelines
- Ability to prioritize and complete work with strict deadlines.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (continued)

Ability to compile and generate accurate reports.

Ability to plan, organize, and prioritize work activities.

Ability to work with patients and all levels of staff in a professional manner.

Ability to maintain strict confidentiality.

Skilled in working with mainframe, excel, word and other computer programs.

Skilled in completing accurate data.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience and education and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Application), which may be obtained from this office, other Department of Mental Health and Retardation facility Personnel Offices, or at www.mh.alabama.gov . **Only work experience detailed on the application form will be considered.** Additional sheets, if needed, should be in the same format as the application.

Resumes will not be accepted in lieu of an official application.

Applications should be returned to the Human Resources Department, Bryce Hospital, 200 University Blvd. Tuscaloosa, Al 35401, by Until Filled to be considered for this position.

APPLICANTS BEING GIVEN SERIOUS CONSIDERATION FOR EMPLOYMENT WILL BE SUBJECT TO A BACKGROUND CHECK, DRUG TESTING, AND A PHYSICAL EXAMINATION WILL BE REQUIRED BEFORE AN OFFER OF EMPLOYMENT IS CONFIRMED.