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STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

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

JOB TITLE: Medical Records Administrator

NUMBER: 13-44

JOB CODE: Y4000 **SALARY RANGE:** 79 (\$50,119.20 to \$76,348.80)

POS. 8800474

JOB LOCATION: Bryce Hospital

DATE: 10-18-13

QUALIFICATIONS: Bachelor's degree in Health Information Management or Bachelor's degree in a related field with certification in Health Information. Extensive (72 months or more) responsible experience in the preparation, maintenance, and management of medical records and health information systems, including experience (24 months or more) in a supervisory capacity. **Necessary Special Requirements:** Registration as a RHIA (Registered Health Information Administrator) with the AHIMA (American Health Information Management Association).

KIND OF WORK: This is highly responsible administrative supervisory and technical work planning, organizing, and directing health information management services and the patient records system at Bryce Hospital. An employee in this class will be responsible for the leading the strategic direction of the health information management function and will serve as the facility's privacy officer ensuring compliance with Health Information Portability and Accountability Act (HIPAA) and Joint Commission standards. This employee 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; maintain facility census documentation on a daily basis; enter patient data into the statewide system (CARES) and personal computer; enter new patient information into CARES system. The employee will also be responsible for paper based records retention for closed facilities and developmental centers. Supervision is exercised over staff involved with medical coding and records. Work is performed independently, subject only to instruction and review by an administrative supervisor for conformity with Departmental policies and state and federal laws, with the employee responsible for the accuracy and completeness of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Department of Mental Health standards, policies, and procedures. Knowledge of coding assignments and guidelines and medical terminology. Knowledge of Health Information Portability and Accountability Act (HIPAA). Knowledge of Joint Commission and Medicare standards, policies, and procedures. Skill in effective planning, organizing, and directing. Skill in developing policies and procedures for administering electronic health record programs. Skill in written and verbal communication. Ability to understand and interpret computerized patient record data systems. Ability to effectively lead a group to a desired outcome. Ability to research and analyze data to identify coding issues. Ability to identify, interpret, and utilize standards and guidelines.

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 above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE Or The Official Web Site www.mh.alabama.gov. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** *Only Work Experience Listed On The Application Form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application*