

## **HIS Forms Coordinator**

**Summary of Position:** The HIS Forms Coordinator manages, supports, and participates in the Forms Committee Meetings. Responsible for the development and coordination of activities related to total forms management systems within The Saratoga Hospital and its entities. Familiar with standard concepts, practices and procedures within the Health Information Management field and always ensuring compliance with all state and federal laws, rules/regulation of licensing agencies and within Joint Commission standards. The HIS Forms Coordinator oversees and conducts the Forms Committee Meetings for The Saratoga Hospital and its entities.

**Qualifications:** Associates related area and at least 3 years related health information work experience. Or 10 years of health information experience can be a substituted in lieu of formal degree. RHIT/RHIA preferred.

Please apply online at [www.saratogahospital.org](http://www.saratogahospital.org)