



Position: Interim HIM Manager/Director

I. Position Purpose

Consultants needed to direct the operations of the Health Information Management Department for clients who have contracted with Pena4 Inc. on an interim basis.

II. Position Summary

Interim HIM Director will ensure that Health Information Management (H.I.M.) services are delivered in accordance with the internal policies and procedures as well as those standards defined by State DOH, AHIMA, Joint Commission, Conditions of Participation and other state and federal requirements.

Location: NY and NJ area (dependent on assignment)

III. Essential Job Requirements

1. Education	Registered Health Information Administration (RHIA) or Registered Health Information Technician (RHIT) required, or equivalent
2. Experience	5 plus years Health Information Management
3. Credentials/Certifications	RHIA, RHIT required
4. Required Skills	Ability to manage HIM functions, represent HIM at committee meetings, evaluate and supervise employees
5. Preferred Skills	Ability to multi-task
6. Physical Requirements	Travel to client site

IV. Position Responsibilities

1	The H.I.M. Interim Director will:
2.	Perform responsibilities and functions of the Director of the Health Information Management department as per the client's respective job description.
3.	Provide onsite coverage for eight (8) hours per day, five (5) days per week, Monday through Friday, or as needed depending on the assignment.
4.	Interact with other departments and attend/chair meetings, conferences and in-services as needed.
5.	Supervise and monitor the staff (schedules, quality, productivity, education, etc.)

6.	Coordinate and conduct quality reviews as needed.
7.	Assist physicians with questions and clarifications related to HIM.
8.	Monitor DNFB Report (Discharged Not Final Billed) and prepare reports and analysis.
9.	Recommend and implement improvements as needed and approved by Hospital Administration.
10.	Prepare a monthly "status report" of all Interim activities to be provided to the client and management.