



EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

EOA #: 2018-425mow

EOA DATE: May 2, 2018

REPLY BY: May 16, 2018

TITLE: Health Information Management Administrator 3

NUMBER OF POSITIONS: 1

SALARY GRADE: SG-22

SALARY: \$69,603 - \$88,124

NEGOTIATING UNIT: 05-PEF

OFFICE/REGION: OPWDD Region 1 Western Office

DIVISION/DEPARTMENT: Health Information Management Office

LOCATION: OPWDD Region 1 Western Office
1200 East and West Road
West Seneca, NY 14224

SHIFT/PASS DAYS: 8:00am – 4:30pm Saturday/Sunday Pass Days

OTHER: Please contact Paula Wojtowicz, TTL at (716) 608-2621 for additional information.

POSITION DESCRIPTION:

The Health Information Management Administrator 3 will serve as the head of the Health Information Management (formerly called medical records) program for WNY DDSOO with responsibility for staff assignments, clinical records review, training, interpretation of policy and procedure, problem solving, staff evaluation, clinical records reports, and adherence to Health Information Management standards. Performs privacy and security audits of record-keeping systems; and consults with appropriate facility staff for resolution to ensure compliance with local, State, and federal guidelines. Prepares for, coordinates, and participates in regulatory agency surveys of clinical/medical records maintenance and use. Coordinates and oversees internal and external requests for protected health information in accordance with established policy and procedures, and State and federal laws. Assist Quality Support administrators with the upcoming implementation of statewide Electronic Health Record (EHR) initiative; act as liaison with Central Office staff to solving database problems. Assure that records and information of the individuals we serve are received and maintained per laws, regulation and procedures required by OPWDD, Medicare, Medicaid, and Mental Hygiene law. Assures that agency is compliant with proper handling, including response within required time frames, of

correspondence requests which includes Subpoenas, Court Orders, Jonathan's Law, Justice Center, OPWDD OIAA, Individual and Family requests. This position will supervise lower level HIM staff.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Excellent computer skills are needed to review and manage data and create reports to share with other agency departments, OPWDD Central Office or other parties
- Reviews, designs and controls organizational forms
- Provide technical assistance regarding the coding of medical services, diseases, procedures, therapy treatments, and diagnoses
- Provide technical assistance and guidance to facility and clinical staff
- Oversee the process by which inquiries for information from clinical records are fulfilled
- Review and monitor processes related to medical and clinical services documentation by facility staff
- Supervise staff in the completion of unit responsibilities
- Complete all mandatory agency and department training; keep certification by the American Health Information Management Association as a Registered Health Information Administrator (RHIA) current

MINIMUM QUALIFICATIONS:

1. Permanent service as a Health Information Management Administrator 3

OR

2. Eligible to 70.1 transfer into a Health Information Management Administrator 3 title. For eligible 70.1 information, visit the Career Mobility Office at: http://careermobilityoffice.cs.ny.gov/cmo/gotit/title-search/titlesearch_action.cfm

When doing this search use your current title to see the titles you can transfer to.

OR

3. Eligible for provisional appointment pending exam. For provisional appointment on or before the date of filing your application:
 - a) You must be currently certified by the American Health Information Management Association as a Registered Health Information Administrator (RHIA);

AND

- b) Have two years of full-time professional (post-RHIA) health information management experience.

* For purposes of this examination, professional health information management experience must include: reviewing medical records with physicians, coding and indexing diseases and operative procedures, compiling statistics required for hospital service analysis, and responsibility for all technical aspects of the implementation of a facility health information management program.

For information on the requirements for certification you may contact the American Health Information Management Association, 233 North Michigan Avenue, Suite 2150, Chicago, Illinois 60601-5519, telephone (312) 233-1100, or visit AHIMA's website at www.ahima.org.

The current New York State Civil Service eligible list for the Health Information Management Administrator 3 will be canvassed.

Employees on long term leave can bid on positions but must be able to report to work within fourteen (14) days and be able to perform the essential functions of their positions with or without reasonable accommodation (RA). If an employee believes that he or she needs a reasonable accommodation, they should contact the **NYS OPWDD Equal Opportunity/Affirmative Central Office at (518) 402-7644 or Email at Affirmative.Action@opwdd.ny.gov** to obtain information and RA forms.

(ENTER THE FOLLOWING CONTACT INFORMATION BELOW TO RESPOND TO THE JOB POSTING)

APPLICATION PROCEDURE: Submit cover letter and résumé by May 16, 2018, to:

**Human Resources Management Office
1200 East and West Road
Building 1, West Seneca Campus
West Seneca, NY 14224
E-Mail: opwdd.sm.wny.bids
Fax: (716) 517-3715**

Please reference the above EOA #2018-425mow in all correspondence.

Please note:

- For CSEA positions: Local Bidding Agreements will be honored.
- Preference will be given to OPWDD employees impacted by closures. If you are being impacted by closure, please indicate this on your resume/cover letter.
- All OPWDD employees must be eligible and maintain eligibility for full and unconditional participation in the Medicare and Medicaid programs. Continued employment will depend on maintaining eligibility.
- This title may qualify for the Public Service *Loan Forgiveness* Program. The Public Service *Loan Forgiveness* (PSLF) Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer. For information on the PSLF, please click on:
<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>
- Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.
- OPWDD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER