

Position Description:

Mental Health Resource Center is looking for a **Medical Records Team Leader** at our Northside facility. This facility provides inpatient and outpatient behavioral health services.

The primary objective of Team Leader is to monitor the daily operations of the Health Information Management (HIM) Department to ensure that Protected Health Information (PHI) is maintained in compliance with company policy and procedures.

The essential functions include but are not limited to:

- Works effectively and cooperatively with the Director of Health Information Management to support the operations of the department. Communicates suggestions and/or areas of concern regarding the department or general center operations.
- Enforces policies and procedures designed to safeguard and secure confidential information throughout the organization. Notifies Director of HIM and Privacy Officer of any potential risks or breaches of confidentiality.
- Maintains adequate staffing coverage for department activities. Provides assistance in all areas of the department as needed to ensure duties are completed in a timely and accurate manner.
- Completes state reporting entry of FARS, CFARS and MHOMI's and new enrollments on a weekly basis. Reports ongoing state reporting problems or issues to Information Technology Department.
- Maintains communication with transcription services and resolves issues as necessary.
- Conducts retrospective and concurrent medical record monitoring activities to assure compliance with documentation standards and other quality improvement guidelines.
- Assists with the review and revision of department policies and procedures.
- Orders supplies as required to maintain an adequate quantity of materials needed to operate the department.
- Staff Monitoring and Development:
Facilitates recruitment, hiring, orientation, retention, evaluation and employee relations
Conducts individual and group supervision with employees. Identifies needs for staff trainings and makes recommendations

Position Requirements:

In order to be considered, candidates are required to have a High School diploma **and** a minimum of one year working in a Health Information Management Department or working in a healthcare office setting directly with patient records.

Associate's degree and/or RHIT certification preferred.

Supervisory experience required.

Proficiency in Microsoft Office Programs, email, and use of the Internet.

Must demonstrate the ability to file alphabetically and numerically with a high degree of accuracy.

Must be able to travel to satellite locations for clerical coverage, meetings and to transport medical records.

Must be able to communicate and write English clearly, legibly and correctly at the high school level in order to accurately review and file information in the records of persons served.

Must demonstrate appropriate judgment on a daily basis as it relates to program operations, Protected Health Information, and managerial responsibilities.

Position Details:

This position is a Full Time Days position: Monday through Friday, 8:00am to 4:30pm.

This full time position offers a comprehensive benefits package.