



STATE OF ALABAMA  
 DEPARTMENT OF MENTAL HEALTH  
 BRYCE HOSPITAL  
 1651 RUBY TYLER PARKWAY  
 TUSCALOOSA, AL 35404  
 205-507-8000  
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Kay Ivey  
 Governor

Kimberly G. Boswell  
 Commissioner

Audrey McShan  
 Facility Director

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Health Information Specialist

**OPEN DATE:** 7/5/2024

**CLOSE DATE:** Until Filled

**JOB LOCATION:** Bryce Hospital  
 Tuscaloosa, Alabama

**NUMBER:** 24-13

**JOB CODE:** Y1000

### SALARY

- Range 65 (\$33,220.80 - \$55,615.20 Annually)
- Salary will be commensurate with experience. Limitations apply to current State employees.

### BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
  - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

### MINIMUM QUALIFICATIONS

- Graduation from an accredited program by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) or an equivalent form of certification from the American Health Information Management Association (AHIMA).

**OR**

- High School Diploma or GED equivalency.
- 24 months or more in Health Information Management.

### KIND OF WORK

- Ensures health records are completed in a timely manner.
- Completes weekly quantitative analyses on health records.
- Converts paper documents into digital using PDF, JPEG or TIFF file formats.
- Assists the hospital with ensuring compliance with the CMS condition of participation standards related to medical record services.



- Reduces health records in accordance with the hospital's record reduction schedule.
- Manages confidential health information requests received from patients, other healthcare organizations and other sources.
- Monitors the "missing signature" dashboards in the electronic health records (EHR).

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the Department of Mental Health and Joint Commission Standards.
- Knowledge of the Health Information Portability and Accountability Act (HIPAA).
- Knowledge of and ability to work within an electronic health information system.
- Knowledge of coding assignments, guidelines, and medical terminology.
- Skilled in effective organization techniques.
- Ability to collect and analyze data to identify errors.
- Ability to communicate verbally and in writing.

### **METHOD OF SELECTION**

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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**Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.