



STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

BRYCE HOSPITAL
1651 RUBY TYLER PARKWAY
TUSCALOOSA, AL 35404
205-507-8000
WWW.MH.ALABAMA.GOV



Kay Ivey
Governor

Kimberly G. Boswell
Commissioner

Audrey McShan
Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Administrator I **OPEN DATE:** 02/21/2025
CLOSE DATE: Until Filled

JOB LOCATION: Bryce Hospital **NUMBER:** 25-03
Tuscaloosa, Alabama **JOB CODE:** A1000

SALARY

- Range 67 (\$35,625.60- \$59,572.80 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.
- Continuous opportunities for acquiring CEU’s needed for maintaining professional license.
- 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

- Bachelor’s degree in business administration, public administration, or a human services field.
- 12 months or more in the mental health or public health field.

KIND OF WORK

- Assists the Health Information Management (HIM) Administrator in ensuring all record keeping functions of the hospital are maintained and reviewed.
- Maintains a thorough knowledge of the hospital and professional best practices for creation, maintaining, storing, and destruction of patient health records.
- Ensures accurate and consistent documentation in patient health records throughout a patient’s stay.
- Ensures all relevant documentation is scanned to the electronic health record.



- Completes ongoing evaluation of record keeping practices.
- Completes new admission audits for documentation completion.
- Performs, periodically, a quantitative review of health records to ensure accuracy, integrity, and timeliness.
- Updates diagnoses and conditions per the patient health record and ICD-10-CM coding guidelines.
- Accesses discharge documentation for timeliness, accuracy, and completion.
- Ensures all missing information is obtained to complete the health record within 30 days of discharge.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Skilled in management/supervision with the ability to direct and review the work of others.
- Ability to plan, organize, and prioritize work activities.
- Ability to be objective in all situations.
- Ability to multi-task functions to establish priorities and coordinate work activities.
- Ability to gather, correlate, and analyze facts and recommend solutions.
- Ability to meet, interact, and effectively work with supervisors, associates, division heads, employees, state and local officials, and the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to work under pressure and meet strict deadlines.

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.