



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
TAYLOR HARDIN SECURE MEDICAL FACILITY
1301 JACK WARNER PARKWAY NORTHEAST
TUSCALOOSA, ALABAMA 35404-1060
205-462-4500
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL
COMMISSIONER

YOLANDA D. CLAY, DHA,
MBA,
ACTING FACILITY
DIRECTOR

EMPLOYMENT OPPORTUNITY - REVISED

JOB TITLE: Medical Records Director
(Director of Health Information Management) **OPEN DATE:** 11/4/2022
CLOSE DATE: Until Filled

JOB LOCATION: Taylor Hardin Secure Medical Facility
Tuscaloosa, Alabama 35404 **NUMBER:** 22-27
JOB CODE: Y3000

SALARY

- Range 79 (\$55,855.20 - \$93,921.60 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 CE'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 Health Information Management, or in a related field with certification in Health information.
- 48 months or more experience in the preparation, maintenance, and management of medical records and health information systems, including...
- 12 months or more experience in a supervisory capacity.

SPECIAL REQUIREMENTS

- Registration as a RHIA (Registered Health Information Administrator) with the AHIMA (American Health Information Management Association).

KIND OF WORK

- Plans, organizes, and directs the health information management (HIM) function and the patient records system at the Taylor Hardin Secure Medical Facility (THSMF).
- Leads other strategic direction of the health information management function and serves as the facility's HIPPA privacy officer.

- Supervises staff involved with medical coding and records.
- Develops, implements, and maintains policies, procedures, and forms necessary for HIM.
- Serves as an internal consultant on HIM issues regarding the release of information, confidentiality, information security, information storage and retrieval, record retention, and authentication of health record documents.
- Maintains data as required by regulatory agencies and documentation standards.
- Analyzes and interprets records for summary, special reports, and release of pertinent information to authorized individuals.
- Maintains daily facility census documentation by entering patient data into the statewide system (CARES).
- Ensures HIM daily operational practices are compliant with ADMH and THSMF policies, standards, and regulations.
- Coordinates and monitors the HIM department budget and expenditures.
- Perform duties independently, subject only to instruction and review by an administrative supervisor for conformity with Department policies and state and federal laws.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Department of Mental Health standards, policies, and procedures.
- Knowledge of coding assignments, guidelines, and medical terminology.
- Knowledge of Health Information Portability and Accountability Act (HIPPA).
- Knowledge of Joint Commission and Medicare standards, policies, and procedures.
- Skill in developing policies and procedures for administering electronic health record programs.
- Ability to understand and interpret an electronic health record system.
- Ability to effectively lead a group to a desired outcome.
- Ability to research and analyze data to identify coding issues.
- Ability to identify, interpret, and utilize standards and guidelines.
- Ability to supervise the work of others.
- Ability to communicate in a clear and concise manner, both 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.

EQUAL OPPORTUNITY EMPLOYER