



Kay Ivey
Governor

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



Kimberly G. Boswell
Commissioner

Daphne Kendrick
Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Health Information Director
OPEN DATE: 06/27/2025
CLOSE DATE: Until Filled

JOB LOCATION: Taylor Hardin Secure Medical Facility
Tuscaloosa, Alabama
NUMBER: 25-10
JOB CODE: Y3000

SALARY

- Range 79 (\$58,111.20 – 97,716.00 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 13 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 Health Information Management or bachelor's degree in a related field with certification in Health Information.
- 48 months or more responsible 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

- Organizes, directs and monitors all internal and external health information services related to the facility including coordinating functions of the Health Information Management (HIM) Department with other facility departments to provide optimal patient care.
- Develops, implements, and maintains forms necessary for health information management.
- Oversees the receipt and response to inquiries involving the release of information for the patient's continuity of care, legal processing, and as required by The Joint Commission (TJC) and other regulatory agencies.
- Serves as the internal consultant for all matters related to HIM.
- Develops, implements, and monitors for the continued appropriateness of HIM policies and procedures as required by regulatory agencies.
- Plans, directs and assigns work to staff to set work priorities, delegates responsibilities, monitors work, provides ongoing feedback, evaluates performance of all HIM personnel, completes evaluations on time, and initiates disciplinary actions when necessary.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Department of Mental Health standards, policies, and procedures.
- Knowledge of coding assignments and guidelines and medical terminology.
- Knowledge of Joint Commission, policies, and procedures.
- Skill in effective planning, organizing, and directing.
- Skill in developing policies and procedures for administering electronic health record programs.
- Skill in written and verbal communication.
- Ability to understand and interpret computerized patient record data systems.
- Ability to research and analyze data to identify coding issues.
- Ability to identify, interpret, and utilize standards and guidelines.

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