



STATE OF ALABAMA
 DEPARTMENT OF MENTAL HEALTH
 MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
 115 HARPER COURT
 TUSCALOOSA, AL 35401
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Kay Ivey
 Governor

Kimberly G. Boswell
 Commissioner

Christine Rembert,
 DNP, RN
 Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Medical Records Director **OPEN DATE:** 05/19/2023
CLOSE DATE: Until Filled

JOB LOCATION: Mary Starke Harper Geriatric Psychiatry
 Psychiatry Center Tuscaloosa, Alabama **NUMBER:** 23-03
 Tuscaloosa, Alabama **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 bachelor’s degree in a related field with certification in Health Information.
- 48 months or more experience in medical records work, 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 health information management services and the patient records system.
- Responsible for leading other strategic directions of the health information management function.



- Serves as the facility's privacy officer ensuring compliance with Health Information Portability and Accountability Act (HIPAA) and Joint Commission standards.
- Plans, organizes, coordinates, and evaluates the operation of the patient record for completeness and accuracy.
- Analyzes and interprets records for summary, special reports, and release of pertinent information to authorized persons/agencies.
- Maintains facility census documentation daily.
- Enters patient data into the statewide system (CARES) and personal computer.
- Supervises staff involved with medical coding and records.
- Performs work 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 and guidelines and medical terminology.
- Knowledge of the Health Information Portability and Accountability Act (HIPAA).
- Knowledge of Joint Commission and Medicare standards, policies, and procedures.
- Skills in developing policies and procedures for administering electronic health record programs.
- Skills in written and verbal communication.
- Ability to effectively plan, organize, and direct work.
- Ability to understand and interpret computerized patient record data systems.
- 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.

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