



## Health Information Director

<b>Announcement Number</b>	26-09	<b>Job Code</b>	Y3000
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<b>Employment Type</b>	Full-Time
<b>Job Location</b>	Mary Starke Harper Geriatric Psychiatry Center
<b>Salary/Pay Rate</b>	Range 79 (\$58,111.20 – 97,716.00 Annually).
<b>Additional Salary Information</b>	Salary will be commensurate with experience. Limitations apply to current State employees.
<b>Open Date</b>	06/12/2026
<b>Close Date</b>	Until Filled

### 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 medical records work, including 12 months or more experience in a supervisory capacity.

### Key Responsibilities

- Performs highly responsible administrative, supervisory, and technical work in planning, organizing, and directing Health Information Management services and the patient records system.
- Leads the strategic direction of the Health Information Management function and serves as the facility's Privacy Officer, ensuring compliance with HIPAA and Joint Commission standards.
- Plans, organizes, coordinates, and evaluates the operation of the patient record for completeness and accuracy.
- Analyzes and interprets records to prepare summaries, special reports, and release authorized information to approved persons or agencies.
- Maintains daily facility census documentation with accuracy and compliance.
- Enters patient data into the statewide CARES system and internal computer systems.
- Inputs new patient information into the CARES database in a timely and accurate manner.
- Exercises supervision over staff responsible for medical coding and records.
- Performs work independently, receiving instruction and review from an administrative supervisor only for alignment with Department policies and state and federal laws, while ensuring the accuracy and completeness of all work..

### Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of Department of Mental Health standards, policies, and procedures. Knowledge of coding assignments and guidelines and medical terminology.
- Knowledge of Health Information Portability and Accountability Act (HIPAA).
- Knowledge of Joint Commission and Medicare standards, 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 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.

### Necessary Special Requirements

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

### Employee 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.
- Paid parental leave.
- Longevity bonus annually after 5 years of state service.
- 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](#).

### 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.**

### 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.

**APPLY NOW**