

**South Carolina Health Information Management Association  
Job Board Posting**

**Posting Date:** 1/18/2010

**Organization:** Primacy Search Group

**Job Title:** HIM Director **Dept:** HIM

**Location:** SC

**Hours/Pay:** FT **Travel:** None

**Education:** Associate Degree - HIM

<b>Certifications:</b>	<b>REQUIRED</b>		<b>PREFERRED</b>
	RHIT	RHIA	

We are seeking a Health Information Management Director for 60 bed full service acute care hospital located in South Carolina, about 2 hours north of Columbia. This is a great opportunity to work with a great Management Team and hospital system. The HIM Director will be responsible for coordinating health information management services throughout the facility. The HIM Director will lead, plan, direct and manage the HIM department and staff to assure quality service and the meeting of JCAHO standards. Responsibilities include: directing health information services; ensuring compliance with federal and state laws, regulations, and standards related to health information and coding principles; developing policies and procedures; providing health information related education and training to facility employees; working with medical and facility staff on task forces and committees; and serving as an internal consultant in areas such as documentation, privacy, security, and other areas of health information practice. A relocation package is provided if needed. Interested candidates should forward their resume in word format to [marimiller@primacysearch.com](mailto:marimiller@primacysearch.com)

**Experience:** The successful candidate will possess: Bachelors Degree required; RHIA or RHIT certification required; have 3-5 years successful management and project management experience; be knowledgeable of federal and state laws and standards of practice; have the ability to communicate effectively both verbally and in writing; and understand information systems, healthcare, data base and report writing software. Dictation/transcription and system implementation background preferred.

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