

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

**Posting Date:** 06/18/2010

**Organization:** Piedmont Medical Center

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

**Location:** SC

**Hours/Pay:** Exempt      **Travel:** 5-10%  
Possibly to Regional meetings

**Education:** Bachelor's Degree - HIM

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

The director assesses, plans, develops, monitors, and maintains those processes, systems, policies and procedures of the Health Information Management Department with respect to overall hospital and Tenet objectives to insure smooth overall operation and delivery of services to users. Directs the following HIM functions: medical record processing, electronic medical record conversion, coding, abstracting, deficiency management, data analysis, information storage/retrieval, and release of information. Conducts regular staff meetings to facilitate communication, problem solving, and sharing of information; motivates employees through use of positive reinforcement and recognition of employee problems with efforts to resolve; uses a coaching/counseling approach. Insures organization and effective management of records to meet various accrediting agency, state, and legal requirements; leads the ongoing JCAHO chart review activities for the organization. Conducts or coordinates all interviewing, hiring, orientation, training/cross-training in HIM principles and procedures, disciplinary counseling, and/or termination of HIM staff; conducts annual and 90-day evaluations on a timely basis and steers the Peer Council process. Serves as consultant to medical staff on accreditation, licensing, and legal matters related to medical records; consults with off-site PMC entities for guidance on record-keeping and related processes.

**Experience:** Graduate of an AHIMA accredited program with a baccalaureate degree in Science and Medical Record Administration. Five years supervisory experience in medical record administration, preferably at the director level. Highly motivated and self-directed. Highly developed written and verbal skills. Strong abilities in problem-solving and effective decision making. Maintains current credential through the American Health Information Management Association (AHIMA) as an RHIA (Registered Health Information Administrator).

**Contact:** Jami Overcash - Piedmont Medical Center  
222 South Herlong Ave  
Rock Hill, SC 29732  
Telephone: 803-329-6876  
Fax:  
E-mail: [jami.overcash@tenethealth.com](mailto:jami.overcash@tenethealth.com)

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