

UW HEALTH JOB DESCRIPTION

HIM Coordinator

Job Code: 300032	FLSA Status: Non-Exempt	Mgt. Approval: C. Cunningham	Date: August 2022
Department: Revenue Cycle		HR Approval: B. Haak	Date: August 2022

JOB SUMMARY

The HIM Coordinator assists in the day-to-day management of operations within the Health Information Management (HIM) department. The HIM Coordinator, in conjunction with their leader, shall be accountable for ensuring that standards established by UW Health relating to HIM staff productivity and accuracy are consistently met. The incumbent will promote and facilitate efficiency and effectiveness of HIM related systems, including documentation. While ensuring timely completion of all duties, the HIM Coordinator will manage Epic HIM module work queues/functions and assist with internal and external customer follow-up.

Additional responsibilities of the incumbent include assisting in the implementation and updating of policies and procedures, as well as coordinating HIM faculty/provider communication (both internal and external). The HIM Coordinator will be involved in day-to-day operations and will participate in and sometimes lead projects that extend across disciplines outside of HIM with multi-level stakeholders.

MAJOR RESPONSIBILITIES

The HIM Coordinator is responsible for all aspects of the following responsibilities as well as guiding other staff. Coordinator level work is generally of moderate complexity and incumbents may simultaneously coordinate multiple staff and workflows, as well as lead projects and initiatives to completion.

Perform Staffing and Workflow Analysis

- May be asked to provide input on staff performance including providing feedback for performance evaluations and quality assurance of workflows.
- Deploy staff to ensure that HIM guidelines and SLA are met in conjunction with regulatory, departmental and organizational needs.
- Ensure HIM staff consistently meet productivity, timeliness, and quality standards established by department administration and provide timely training as needed.
- Assist with the preparation of status reports, materials, and/or required documentation to senior management, committees, and the Board of Directors, as needed.
- Promote and facilitate efficiency and effectiveness of Revenue Cycle related systems, including documentation.
- Responsible for managing certain components HIM budget within the department.

Provide Support for Internal and External Contacts

- Assist with the development of training material for the HIM department and across the organization.
- Ensure that Epic system HIM work queues are worked timely and accurately.
- Monitor the InBasket reports, following-up on delinquent items.
- Serve as resource and educator to faculty, midlevel providers, and staff, which require in-depth knowledge of HIM best practices that span across multiple specialties.
- Ensure rule logic and assigned users for Epic's work queues are appropriate for department, requesting changes and updates as needed.
- Assist with third party follow-up.
- Ensure HIM/provider communication/feedback occurs timely, consistently, and in accordance with organization-wide standards and departmental needs/requests.
- Act as a liaison to specific customers including initial point of contact for questions regarding provider activity, process lags, and accuracy.
- Perform other duties as assigned.

Participate in Project Planning

- Maintain business planning and development of UConnect site data related to the HIM department.
- Serve as admin role for any project SharePoint sites.
- Assist with department special projects as requested.
- Draft project communications and PowerPoint presentations as assigned.

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Provide Support for Regulatory Needs

- Research and apply federal, state, and voluntary regulatory standards that relate to privacy and security.
- Assist with the planning for implementation of new state and federal government requirements within the department and across the organization as necessary.
- Assist Revenue Cycle and Compliance with educating staff and physicians, ensuring they receive regular updates on regulatory changes.
- Provide oversight of ongoing department-specific training needs with respect to HIM compliance and reimbursement, including (i) conducting follow-up training programs and making recommendations for continuing education endeavors for clinical staff and physicians to carry out all components of department HIM programs, and (ii) developing training methods.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High school diploma or equivalent
	Preferred	Associates degree in a healthcare related field
Work Experience	Minimum	Two (2) years relevant experience in healthcare related field
	Preferred	Two (2) or more years lead level or trainer experience
Licenses & Certifications	Minimum	
	Preferred	Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of healthcare administrative processes such as reimbursement policies, compliance, and procedures, operations, and billing regulations • Extensive experience in PC Software including e-mail, word processing, database and spreadsheet programs. • Knowledge of medical documentation requirements • Excellent organizational skills • Effective communication skills, both written and verbal as well as ability to formally present to both large and small groups • Ability to work independently and self-motivate as well as motivate others • Ability to meet deadlines • Strong analytical skills with ability to manipulate and interpret complex data • Ability to problem solve • Ability to multi-task

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and	Up to 10#	Negligible	Negligible

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	standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.			
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.