**Manager, Health Information Standard Job Description**

**Classification Title:** Manager, Health Information

**FLSA Exemption Status:**Exempt

**Pay Grade:** 16

**Job Description Summary:**

The Health Information Manager, under direction, administers the Health Information Management (HIM) systems. Manages user access to clinical information systems and oversees the archival and management of clinical information accessed within the clinical environment.

**Essential Duties and Responsibilities:**

**30% HIM System Administration**

* Oversees the primary administration of health information management systems.
* Provides technical oversight on the deployment of operating system upgrades and HIM-related software patches and upgrades.
* Supervises HIM-related programming and development, medical records, and credentialing.
* Assists with complex projects assigned to the team and addresses daily operational issues within the group as needed.

**20% Data Security and Compliance**

* Oversees health information systems and data security to ensure compliance with federal and state laws governing protected health information.
* Provides information and guidance in matters concerning HIM to assist in decision-making processes.
* Travels to clinical sites to address HIM-related operational issues.

**10% Staff Training and Support**

* Trains new and existing staff on electronic health record systems and compliance with health information security standards.
* Effectively communicates system changes, workflow adjustments, and procedures.
* Supervises health informatics staff and prioritizes team tasks and efforts.

**10% Project Management**

* Defines and documents project scope, dependencies, deliverables, and timelines.
* Analyzes and monitors project progress and milestones while minimizing disruptions to patient care.
* Serves as a liaison between department staff and technology partners for clinical solutions.

**10% Stakeholder Communication and Representation**

* Acts as a representative during meetings and technical conferences.
* Identifies project stakeholders and provides routine project communication.
* Participates in strategic planning for health information systems and related departmental activities.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in Information Technology or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Ability to communicate clearly and effectively to ensure understanding.
* Ability to troubleshoot and problem solve for data security, accessibility, process flows, and operational efficiency.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* This position is required to handle protected health information (PHI) as defined by Health Insurance Portability and Accountability Act (HIPAA) regulations, in accordance with Texas A&M University System (TAMUS) policy, and further required to complete HIPAA training as a condition of employment, within a reasonable time frame after employment, and on an as needed basis thereafter.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**