

INTERNAL/EXTERNAL POSTING



ONE POSITION OPENING

Health Information Specialist

(Echols Location)

VACANT POSITION AVAILABLE: Health Information Specialist

MINIMUM REQUIREMENTS: Bachelor's Degree in Health Information Management or Health Care Sciences preferred; High School Diploma or equivalent required. Familiarity and experience working with health information systems required. Knowledge of HIPAA, confidentiality and compliance regulations, guidelines, policies and procedures preferred. Valid driver's license and automobile insurance is required.

SUMMARY OF RESPONSIBILITY: Serves as the System Administrator for the electronic health record (EHR); responsible for maintaining the health information system to comply with medical, legal, and ethical standards. Serves as the primary liaison with the EHR vendor. Compiles, organizes, maintains and protects confidentiality of medical records. Assists with planning, coordinating, and directing record-keeping operations including analyzing health records for accuracy, accessibility, completeness, security and quality. Designs, analyzes and generates reports for clinical users and administrators. Serves as the backup for the Information Technology Specialist. Assists with the completion of Risk Assessment investigations based on suspected PHI breaches involving information technology. Provides other administrative support as needed and assigned. Demonstrates knowledge of and actively supports culturally competent, recovery-based practices.

POSITION TYPE: Full Time; Hourly

RANGE OF PAY: \$19.00 - \$25.72 per hour

IF INTERESTED: Submit resume and letter of application to: Human Resources Supervisor, c/o: Tuscola Behavioral Health Systems, 323 N. State St., Caro, MI 48723; www.tbhsonline.com; EOE

APPLICATION DEADLINE: Open until position is filled.

RE-POSTED: January 13, 2022