

**Health Information Manager #2020-27 (BHHC-Stroud)** Responsible for the management of the Health Information Department within the Black Hawk Health Center. Plans, directs and executes the Health Information Department in accordance with accreditation regulations. Implements Tribal Health Program policies and develops procedures to administer the program within the Black Hawk Health Center. Management of the department includes planning and preparing budget estimates, equipment and staffing needs and operating the department within financial limitations. Resourcefulness and initiative is required in scheduling activities to provide great service to the medical staff and the patient. Is responsible for assuring that the health record reviews are complete, accurate, and reflects sufficient data to justify the diagnosis, warrant the treatment and results without infringing on physician's clinical judgment. Knowledge of theories, principles, practices, and techniques of health record science to effectively manage the health records program. Must have an Associate or Bachelor's Degree related to the health field, with three (3) years supervisory experience in an IHS or tribal healthcare setting. Must be a certified Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT), or be able to obtain certification within six (6) months.