



500 W. Hospital Road, French Camp, CA 95231 · (209) 468-6000



# HEALTH INFORMATION ADMINISTRATOR

## THE POSITION

The **Health Information Administrator** manages multiple Medical Record Department units with a primary focus on maintaining department and Hospital Medical Records operations in compliance with regulatory and professional standards. The position ensures appropriate processing and storing of medical record data and maintenance of the classification system. Well qualified candidates for this position will possess a comprehensive knowledge of health information procedures, policies and current technology, a strong administrative and business background and the ability to establish and maintain good relationships with administrative, professional and medical staff.

## SAN JOAQUIN GENERAL HOSPITAL

San Joaquin General is a 196-bed acute care community hospital, established in 1857 with employees who are dedicated to a philosophy of excellence in providing health services, education and professional training in an integrated system that values quality of life, family interaction, and respect for both patients and employees. It provides a full range of inpatient services including General Medical/Surgical Care, High-Risk Obstetrics, Neonatal Intensive Care and an ambulatory care network comprised of 11 satellite provider sites throughout the County.

In addition to providing direct medical services, the hospital is active in providing education for health professionals through post-graduate residency programs in General Surgery, Internal Medicine and Family Practice and has trained over 3,000 physicians since the residency programs were established in 1932. The hospital also participates in clinical affiliation agreements for training programs in a variety of health professions including Pharmacy, Radiology Technologies, and Respiratory Care.



San Joaquin County  
Human Resources Division  
44 N. San Joaquin Street  
Stockton, CA 95202  
(209) 468-3370 - Phone  
(209) 468-0508 – Fax



Recruitment Number - 0315-RH0131-AC

San Joaquin County is an Equal Opportunity Employer and is in compliance with the Federal Drug Free Workplace Act of 1988.



# SAN JOAQUIN GENERAL HOSPITAL HEALTH INFORMATION ADMINISTRATOR



## TYPICAL DUTIES

- ◆ Responsible for the maintenance of medical record data contained within the billing system; implements appropriate medical records information systems and controls based on regulatory and professional standards.
- ◆ Confers with other Hospital staff members to assure standardization of medical treatment data in compliance with required regulations and guidelines for accreditation and licensing; maintains the coding and classification system for statistical collection, reimbursement and other activities.
- ◆ Participates in the development and implementation of policies and procedures; develops analysis programs to ensure utilization review and quality standards; works with outside auditors, Medicaid, Medicare and other regulatory agencies to establish compliance; maintains required documentation.
- ◆ Analyzes and develops improved methods of filing, retrieving and storing records consistent with developments in the field of medical records systems; performs QC and QI activities to assure that charts are correct and have required documentation.
- ◆ Ensures development and maintenance of the data collection system as applied to the business, vital statistics, insurance and research operations; provides periodic and special reports as required for Hospital activities.
- ◆ Acts as the official custodian of records and medical information to other outside agents, agencies and court systems.
- ◆ Interviews, selects, and supervises subordinate personnel; evaluates work performance; provides training to Department and other Hospital staff.
- ◆ Participates in medical staff committee meetings, conferences and court appearances as required.
- ◆ Prepares the Department budget; authorizes expenditures consistent with Hospital policy.

## COMPENSATION AND BENEFITS

**Annual Base Salary: \$83,470- \$101,483**

(Approx. Monthly Salary: \$6,956 - \$8,457)

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits offered by the County include:

- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan.
- ◆ 1937 Retirement Act plan with reciprocity with CALPERS.
- ◆ 125 Flex Spending Benefits Plan.
- ◆ 12 day sick leave annually with unlimited accumulation.
- ◆ 10 days of vacation leave (accruals increase with milestone years of service).
- ◆ 10 days administrative leave per year.

## MINIMUM QUALIFICATIONS

### Either Pattern I

**Experience:** Two years managing and/or supervising operations and staff in a medical records unit of an acute general hospital.

**License and Certificates:** Possession of a valid certificate as a Registered Health Information Administrator (R.H.I.A.) issued by the American Health Information Management Association (A.H.I.M.A.).

### Or Pattern II

**Experience:** Four years managing and/or supervising operations and staff in a medical records unit of an acute general hospital.

**License and Certificates:** Possession of a valid certificate as a Registered Health Information Technician (R.H.I.T.) issued by the American Health Information Management Association (A.H.I.M.A.).

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# SAN JOAQUIN GENERAL HOSPITAL HEALTH INFORMATION ADMINISTRATOR



## SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. This is an important part of your application package that will allow us to thoroughly assess and evaluate your qualifications for the position of Health Information Administrator.

1. Do you currently possess at least one of the following certifications from the American Health Information Management Association (AHIMA): (Check all that apply)

\_\_\_\_\_ Yes, I currently possess a valid Registered Health Information Administrator (RHIA) Certificate.

Certification Number: \_\_\_\_\_

\_\_\_\_\_ Yes, I currently possess a valid Registered Health Information Technician (RHIT) Certificate.

Certification Number: \_\_\_\_\_

2. Please describe *in detail* your experience as a manager over medical records staff in an acute care hospital. Include in your answer: 1) The number of staff you supervised, performance reviews and employee development and training, workload oversight of staff, and discipline 2) your role in policy and procedure development as it pertains to an acute care hospital's Medical Records environment, and 3) your direct experience in working with Electronic Health Records (E.H.R.) implementation and/or processes for Medical Records.

## APPLICATION SUBMITTAL PROCESS

To apply, a completed application and supplemental questionnaire must be mailed in or received online.

We are accepting applications until the position is filled. Resumes will not be accepted in lieu of an application.

Application materials may be obtained from and submitted to:

**San Joaquin County Human Resources**  
**44 N. San Joaquin Street Suite 330**  
**Stockton, CA 95202**  
**Tel: 209.468.3370**  
**Apply Online Today At: [www.sjgov.org/hr](http://www.sjgov.org/hr)**



*"Our community's health and well-being is our highest priority!"*