

The seal of San Joaquin County, California, is a circular emblem. It features a central figure of a woman holding a scale of justice, with a plow and a sheaf of wheat on either side. The words "SAN JOAQUIN COUNTY" are written around the top inner edge, and "CALIFORNIA" is at the bottom. A banner across the middle contains the motto "AGRICULTURE".

San Joaquin County Employment Opportunity

Health Information Administrator

San Joaquin General Hospital

About 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. An incumbent of this class directs the Hospital's health care records program, assuring that accreditation needs and administrative goals are met and that medical, legal and ethical standards are upheld.

The ideal Candidate

The ideal candidate for the Health Information Administrator 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. Their exceptional communication, and strategic thinking make them adept at providing valuable insights and implementing innovative departmental solutions. Their ability to research and interpret laws, policies, and regulations enables them to prepare insightful reports and offer well-founded recommendations.

About the department

San Joaquin General Hospital is dedicated to a philosophy of excellence in providing health services, education and professional training in an integrated system that values quality in life, family interaction, and respect for both clients and employees. The Agency is committed to the delivery of community-oriented, culturally sensitive, and affordable health care throughout San Joaquin County.

Recruitment Announcement
0324-RH0131-01

Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202
Phone: (209) 468-3370

SAN JOAQUIN
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Greatness grows here.

Health Information Administrator

Recruitment Announcement 0324-RH0131-01

Typical Duties

- Manages the operations of the inpatient and outpatient treatment records system, the medical transcription/dictation system, and the patient benefits claims system.
- Assures through supervisory staff that appropriate records and forms are completed and recorded and that deadlines are met;
- 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 qualitative and quantitative analysis programs to assure that Department activities comply with federal, state, local and internal utilization review and quality standards.
- Works with outside auditors, Medicaid, Medicare and other regulatory agencies to establish compliance; maintains required documentation.
- Participates in the preparation, review, and administration of departmental budgets.
- Assists in preparation of capital improvement program.
- Researches and analyzes laws, policies, and other regulatory requirements and changes.
- develops policy statements for management approval.

Minimum Qualifications

EITHER PATTERN I

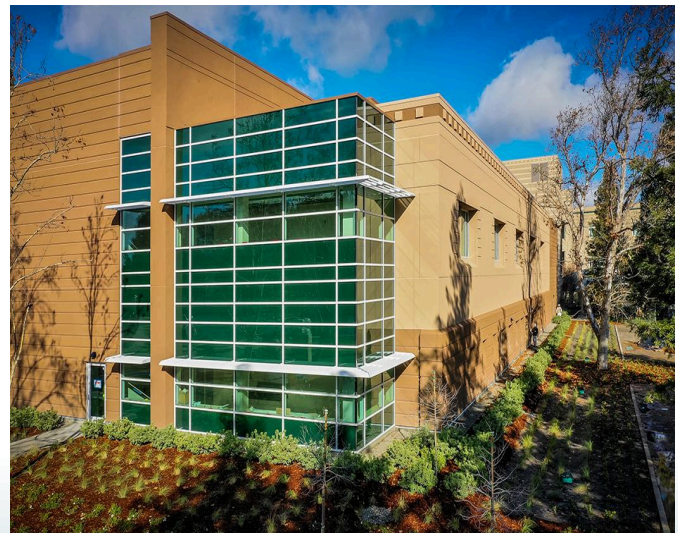
Experience: Two years managing and/or supervising operations and staff in a medical records unit of an acute general hospital.

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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Compensation and Benefits

Approximate Annual Base Salary:

\$104,508 - \$127,030

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

- 1937 Retirement Act plan with reciprocity with CALPERS
- 125 Flex Spending Benefits Plan
- 1% employer contribution to 457 Deferred Compensation Plan
- 12 days sick leave annually with unlimited accumulation
- 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- 14 paid holidays per year
- 10 days of administrative leave per fiscal year



Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please click to visit the SJC Engage website:



Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. Submit a completed application and supplemental questionnaire on or before the final filing date.

To apply, visit the recruitment announcement [page](#) or scan this QR code with your smartphone's camera.



Final Filing Date: **04/01/2024**

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