Health Information Management (HIM) Clinical Coordinator

Posting Details

Position Information

Job Title: Health Information Management (HIM) Clinical Coordinator

Department: Allied Health-

Posting Number: 01532P

Location: Springfield, VA: 22150

Full or Part Time: Full Time

Position Summary Information

Basic Function: Full-time teaching faculty responsible for teaching courses as assigned in the HIM/HIT programs. Serve as faculty adviser and on division/campus/college committees, and participate in curriculum development and/or changes. In addition to teaching, this faculty member will assume Clinical Education Coordinator (CEC) responsibilities for the HIM program. The CEC, in cooperation with other academic faculty, establishes clinical education site and facility standards, selects and evaluates clinical education sites, and facilitates ongoing development of and communication with clinical education sites and clinical faculty.

Duties and Responsibilities: Design, development, and delivery through classroom instruction of effective Health Information Management/Health Information Technology courses for a diverse student population. Coordinate, Clinical Site placements for HIM/HIT students. Extensive knowledge of the Electronic Medical Record/Electronic Health Record and its applications and workflows. Provide support in the design of HIM curricula and materials which include but not limited to knowledge of health information system usage and workflows. Facilitation of AHIMA Certification for students in the HIM academic programs.

Minimum Qualifications: Bachelor’s degree in the teaching field OR Associate’s degree in the teaching field with demonstrated competency of the field. Must have knowledge in coordinating Health Information Systems functions in a variety of healthcare settings. Effective communication and clinical experience in placing and/or supervising HIM students. Experience in using, teaching and/or implementing Electronic Health Record (EHR) systems; such as Cerner and/or Epic clinical applications. Strong communication, organization, interpersonal, problem-solving, and counseling skills. Current knowledge and expertise in the use of information and computer technology.
Preferred Qualifications

Master's degree in Health Informatics, Healthcare Administration or Health Law or other healthcare related field. Teaching experience of 5+ years in a HIM academic program and/or administrative experience in clinical practice management. 5+ years of experience in teaching on campus or online experience using Blackboard or other learning management systems. Professional certification by American Health Information Management Association (AHIMA) as a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT). Demonstrated ICD-10-CM/PCS experience with AHIMA credentials as a Certified Coding Specialist (CCS), Certified Coding Specialist Physician (CCSP) or AHIMA Coding Trainer. Experience in developing web-based training for distance learning. Active involvement in clinical practice. Active in professional activities at local, state, and/or national levels. Knowledge of educational, management, and learning theory and principles as they relate to HIM and related programs. Demonstrated experience in ICD-10-CM/PCS, CPT, Computer Assisted Coding and of new technologies and technical concepts. Professional certification by American Health Information Management Association (AHIMA) as a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT).

Required Knowledge, Skills, and Abilities

Experienced in coordinating Health Information Management (HIM) which includes Health Information Technology (HIT) and Clinical Data Coding (CDC) functions in various health care settings. Demonstrated knowledge of clinical and other health care information system applications.

Experience in using learning management systems including, course scheduling, tracking and program. Ability to teach all courses as assigned in the HIM programs.

Participate in division/campus/college committees and curriculum development.

Demonstrated experience in ICD-10-CM/PCS, CPT, Computer Assisted Coding and new technologies and technical concepts. Clinical Education Coordinator (CEC) is responsible for the HIM and related programs.

Working with academic faculty, establishes clinical education site and facility standards.

Evaluates clinical education sites and facilitates ongoing development and communication with clinical site faculty. Effective collaboration with other collegiate stakeholders and the greater healthcare community. Exhibit a strong commitment to the HIM profession through professional certification by either AHIMA (RHIA or RHIT) or both; other professional credentials will be reviewed (HIMSS – CPHIMS or CAHIMS).

Operation of a State Vehicle

No

Posting Detail Information

Open Date 04/05/2016

Close Date

Open Until Filled Yes

Special Instructions to Applicants

“Salaries for faculty shall be in accordance with established VCCS salary ranges. Starting salaries are based on academic rank with consideration given for previous related occupational and educational experiences and training.”

Background Check Statement

Additional Information

Supplemental Questions

Required fields are indicated with an asterisk (*).
1. * How did you hear about this employment opportunity?  
   (Open Ended Question)
2. * Have you ever been terminated from a Teaching position? If so why?  
   (Open Ended Question)
3. * Do you have a Bachelor's in the teaching field OR an Associate's in the teaching field with demonstrated competency in teaching field?
   - Yes
   - No

**Applicant Documents**

**Required Documents**
1. Resume
2. Cover Letter/Letter of Application
3. Unofficial Transcripts

**Optional Documents**
1. Other Document
2. Certificate
3. Unofficial Transcript 2
4. Unofficial Transcript 3