

Join a team who cares about excellence

# MANAGER

## HEALTH INFORMATION MANAGEMENT SERVICES

**BHB** ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

### Key responsibilities include:

- Develops Health Information Services goals and objectives
- Manages all health records functions and statistical information processes
- Monitors deficiency reports to identify trends and opportunities for improvement in chart completion
- Provides leadership and expertise as BHB transitions to the use of Electronic Medical/Health Records
- Monitors weekly department productivity and quality dashboards
- Compiles relevant statistical indicators as needed to support quality improvement
- Serves as a resource for staff and other health care professionals
- Communicates health information system strategies and plans, policies and technology trends to staff, management and health care professionals
- Establishes standards for employee performance and monitors performance
- Prepares and manages departmental budgets
- Participates in the development of institutional policies and procedures

### ▪ Qualifications &/ Registration required:

- Registered Records Administrator (RRA) or Health Records Administrator (HRA)
- Minimum of a Bachelor's Degree in related field; Master's Degree preferred
- Knowledge of health information systems and database management
- Minimum 3-5 years of HIMS management experience

If you want to make a difference, visit [www.bermudahospitals.com](http://www.bermudahospitals.com), and apply through **BHB Jobs NOW**.

Select "Work at BHB" and follow the steps.

**Closing date for applications is: December 7 2012.** Pre-employment substance abuse screening is mandatory for all successful candidates.



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**Bermuda Hospitals Board**

OUR VISION IS TO BE THE FIRST CHOICE  
FOR HEALTH AND WELLNESS

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