

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, 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.



Bermuda Hospitals Board

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www.bermudahospitals.com

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

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