

**Join a team
who cares about excellence**

HEALTH INFORMATION SUPERVISOR

HEALTH INFORMATION MANAGEMENT SERVICES

Bermuda Hospitals Board strives to provide the highest in quality health care through service excellence, education and leadership. We are seeking qualified, highly motivated and skilled professionals to work in a supportive, but demanding environment. The ability to work harmoniously within a team of professionals is critical as we continue to improve patient care.

Key responsibilities include:

- Assists in training and coaching staff in new coding policies and procedures – ICD-10CM
- Reviews all coding of charts to ensure accuracy, consistency and efficiency in relation to code assignment and ensures Coding team complies with all mandates and outpatient reporting requirements
- Codes inpatient and outpatient data-emergency or operative diagnoses, to assist coding team daily
- Monitors outpatient service and ensures the medical visits, surgical services and significant procedures are assigned to the correct APC groups
- Evaluates the causes of variations and collaborates with the right department to effect resolution or explanation of variances
- Provides necessary coding reports for HIMS Manager and Administration upon request
- Performs periodic claim forms reviews to check code transfer accuracy from the abstracting system and the Charge-Master
- Monitors inpatient and outpatient unbilled accounts report and acts as a resources to Financial Services and other hospital departments
- Assists and takes directives from the Health Record Analyst in collecting data for studies involving inpatient and outpatient encounter data, for clinical evaluation purposes and/or, financial impact and profitability

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

Qualifications &/ Registration required:

- Associates degree in Registered Health Information Technician
- Three to five years of previous experience or more in inpatient, outpatient or procedure coding
- RHIT certification with knowledge of the classification of coding systems and
- Certified CPT Coder
- Current membership with CCHRA, AHIMA or the American Academy of Professional Coders

If you want to make a difference, and if your experience and qualifications match the above criteria, **visit www.bermudahospitals.com, and apply through BHB Jobs NOW.** Select "Work at BHB" and follow the steps.

Closing date for applications is: July 2, 2011.

Pre-employment substance abuse screening is mandatory for all successful candidates.



Bermuda Hospitals Board

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