



<b>Job Title</b>	Health Informatics Manager	<b>Job Code</b>	HS0720
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	19
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Health Services	<b>Union Code</b>	0
		<b>Subfamily</b>	Medical Support

**Job Family & Subfamily Summary**

**Health Services Professionals** provide services related to the diagnosis and treatment of patients and medical support functions.

**Medical Support Professionals** provide various administrative and office support functions for a clinical operation.

**Job Summary**

Supervises and ensures the integrity of medical records. Oversees Health Services health Information Management and Compliance Department and serves as Student Health Services' HIPAA Privacy Officer. Ensures compliance to the Board of Governors' requirements for International Insurance.

**Representative Duties**

**1. Health Information Management**

- Maintains quality control of patient charts and electronic medical records (EMR)
- Reviews and directs the processing of all incoming lab results, X-ray reports and other medical documents for recording or scanning in accordance with medical and legal requirements
- Assures the security and confidentiality of all information within the Health Information Management (HIM) Department
- Reviews all patient health information prior to releasing any data to outside entities and upon return to the HIM Department
- Coordinates care for referred patients with outside specialists by verifying insurance eligibility for the preferred provider, assessing financial limitations and transportation restrictions, in accordance with HIPAA standards
- Ensures specialists' reports are received for provider's review and authorization (Accreditation standard adherence)

**2. HIPAA**

- Serves as HIPAA Privacy Officer - Conducts employee yearly training for Student Health Services
- Updates HIPAA manual and all Student Health Services publications and web site
- Provides and maintains HIPAA contracts with Business Associates Agreements

**3. Immunizations**

- Collects and analyzes immunization records submitted by students
- Approves and processes data
- Ensures timely, accurate data entry in system
- Maintains files and removes registration holds as necessary
- Interprets SUS Immunization policy for prospective students, answer inquiries regarding requirements and provides the necessary immunization form
- Updates and disseminates all pertinent immunization requirement information to students and parents
- Assists in the orientation and registration of students by maintaining a relationship with other pertinent UCF departments
- Functions as liaison with other UCF departments regarding immunization requirements and procedures
- Provides departments with updated orientation lists, and a supply of immunization forms as needed
- Coordinates the processing of immunization forms on orientation days with the clinical staff to provide necessary immunizations for students who need them
- Attends orientation as necessary

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
4+ years of relevant work experience		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**