HEALTH INFORMATION SUPERVISOR-UW SYSTEM

I. DEFINITION

HEALTH INFORMATION SUPERVISOR

This level encompasses supervisory positions responsible individually and through subordinates for the management of a medical records program and related reception and health information activities for a University of Wisconsin system student health center. Responsibilities include overseeing the quality and uses of medical records, and achieving and maintaining program compliance with governmental regulations, third-party payer rules and accrediting organization standards in the effective and legal collection, organization, maintenance, evaluation and dissemination of client health information. Positions may also function as librarian for medical books, periodicals, and reference materials.

This title encompasses supervisory positions engaged for the majority of the time in the professional management of medical records and related health information for the student health services.

Each position must function as a supervisor with responsibility for effectively recommending the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, or discipline of subordinate permanent employees.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.