

HEALTH INFORMATION MANAGER

WHAT IS A HEALTH INFORMATION MANAGER?

A Health Information Manager combines knowledge of health care processes, health records and administration, information management and human resource management to provide services which meet the medical, legal, ethical and administrative requirements of the health care system.

ROLES OF A HEALTH INFORMATION MANAGER

- Plan and develop health information systems for various types of health care facilities including computerised patient identification systems, coding and analysis of diseases and procedures, and the design of health record forms.
- Revise and test the effectiveness of existing health information record services in hospitals and other health care facilities.
- Develop and implement new policies and procedures for handling health information in accordance with professional ethics, institutional requirements and relevant legislation including the Freedom of Information Act.
- Select, supervise and manage staff.
- Instruct health record service and other staff in the policies and procedures associated with the control, use and retrieval of health information.
- Develop in-service training programs for health record and other health professional staff.
- Control the transfer of relevant health service activity data to state health departments.
- Perform management functions such as workplace design, financial planning, budgetary control, quality assurance activities, and selection of equipment and supplies.
- Assist in medical research and health care projects.

CAREER OPPORTUNITIES

Health Information Managers are mostly employed by public and private hospitals. Other areas of employment include medical research centres, government health departments, cancer registries, group medical practices and private employers such as computer companies, imaging consultants, educational facilities and other professional bodies.

QUALIFICATIONS REQUIRED

To become a Health Information Manager it is necessary to study health science at university with a major in health information management.

SUPERVISION PROVIDED

A comprehensive orientation program is provided for all new staff members with ongoing support.

PERSONAL SKILL REQUIRED OF AN ELECTRICIAN

- Organisational ability
- Potential to manage staff
- Good written and oral communication skills

CONTACT Us: Recruitment Services Unit

NSLHD-Recruitment@health.nsw.gov.au

(02) 9887 5765