

Health Information Manager



Health
South Western Sydney
Local Health District

What is a Health Information Manager?

Health Information Managers combine knowledge of health care processes, health records, 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, develop and manage health information services/systems for various types of health care facilities this includes the management of computerised patient administration systems, management of patient health records/information, coding and analysis of diseases and procedures, providing advice regarding medicolegal matters and analysing patient activity data
- Revise and test the effectiveness of existing health information record services in hospitals and other health care facilities through the development of quality improvement programs
- Develop and implement new policies and procedures for handling health information in accordance with professional ethics, institutional requirements and relevant legislation including the Government Information (Public Access) Act 2009
- 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
- Review and analyse health service activity data to assist with activity based funding
- 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

There is a considerable shortage of qualified Health Information Managers throughout the Australian healthcare systems as such Health Information Managers are in high demand.

Health Information Managers are mostly employed by public and private hospitals as managers of Health Information Services/Departments; as Clinical Systems/Database Managers; as Health Data and Casemix Analysts; as Clinical Coding Managers and as Clinical Coding Educators/Auditors. 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/information management at university with a major in health information management.

Within NSW a Health Information Management degree is offered by the University of Western Sydney:

- Bachelor of Information and Communications Technology (Health Information Management)

Supervision provided

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

Personal skills required of a Health Information Manager

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