

Director Medical Records

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Director Medical Records Jobs in Dubai, UAE by Offshore Recruitment Services | ArabJobs.com Director Medical Records Offshore Recruitment Services - Dubai, UAE
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MEDICAL RECORDS DIRECTOR Responsible for the efficient and cost effective functioning of the Medical Records Department including, but not limited to, the development, maintenance and implementation of the department's policies and procedures, staff planning, recruitment, evaluation and development, medical report transcription services, release of patient medical information, CPT / ICD coding management, e-claims processing and the implementation of and compliance to JCIA and hospital quality standards.
REQUIREMENTS:
• Certificate or degree from an accredited school or college of Health Records Management
• Minimum 5 years' experience in Medical Records management or supervisory capacity in an acute care facility of 100 beds or more
• Previous Middle East experience desirable
• Extensive ICD9 / 10 and CPT4 experience required
• Previous E-Claims experience preferable
• Knowledge/experience in international quality standards/accreditation, preferably JCIA/JCAHO
PRINCIPAL DUTIES AND RESPONSIBILITIES:
• Responsible for staff planning, recruitment, evaluation, development and morale
• Create an effective teamwork environment
• Ensure the standardization and quality of all patient records and interdepartmental forms
• Responsible for the organization of and minute taking for the Medical Records, Information Management and Forms Committees in conjunction with the Medical Chair of said committee
• Liaise with the DHA and other external authorities under the direction of the Task Force for the effective implementation and management of the E-Claims process
Job Category

Healthcare & Medical Job Requirements Experience Any Career Level Junior Job Type Full Time Vacancies 1 Open Positions Salary Negotiable Gender Any Degree Level Bachelor's degree Faculty / Institute Any Major Other Age Any Nationality Any Residence Location Any Languages Any Own a Car Any Have Driving License Any Job Skills TECHNICAL STAFF FUNCTIONS : • Maintain confidentiality policies • Develop, implement and maintain department policies and procedures and implement related hospital policies • Develop and update staff performance descriptions/performance assessments (PDPA) • Responsible for annual department operational and capital budgets • Ensure that all patient medical records comply with JCIA and hospital quality standards • Ensure the accuracy and quality of transcribed medical reports in compliance with JCIA and hospital standards • Ensure the release of all patient medical information is in compliance with hospital policy and procedure as well as the legal requirements of the country • Undertake the review and updating of all appropriate ICD coding for all billed and unbilled cases from AHD • Ensures adaptability to the latest updated versions of the coding and diagnosis dictionary setup, both manual and I T enabled • Recommend cost effective mapping processes to map the existing AHD billing codes under the e-claims process • Recommend and initiate appropriate new unmapped existing CPT codes for optimizing revenue yields for AHD whilst ensuring accuracy of the CPT code interpretation / application • As part of the Coding and Revenue Management Team, contribute to the review and analysis of claims on receipt from respective companies, recommending areas of correction and improvement under the CPT and ICD processes • Facilitate, introduce and supervise any other activity having a direct or indirect impact on the processes of CPT, ICD mapping and claims submissions • Orientation of medical staff to Medical Records department inclusive of dictation instructions, transcription services, patient record documentation and JCIA standards • Responsible for the incomplete record process and the reporting of results, particularly delinquency rates, to the appropriate departments and committees • Maintai

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