



Classification Description

Job Title: Program Director,
Health Information Technology and
Medical Coding and Billing

Pay Grade: 120

Job Code: 4040

FLSA Status: Exempt

Job Purpose

The purpose of the Program Director, Health Information Technology (AS HIT) and Medical Coding and Billing is to serve as the program administrator of the Health Information Technology programs within the School of Health Professions. Work includes planning, implementing, directing, and evaluation of effective and efficient instructional systems within available resources, consistent with regional and program accreditation standards, federal and state statutes, and the College mission.

General Responsibilities

Essential Functions

Provides instructional support, as assigned, in the delivery of didactic, clinical, laboratory, simulation, and online/remote education within the AS HIT program.

Teaches one (1) course per semester (Fall and Spring) in area of expertise/credentialing, up to three (3) semester hours per course, as assigned by the supervisor. Establishes and interprets AS HIT program policies and procedures consistent with College instructional policies.

Establishes AS HIT program goals and objectives in cooperation with the Dean of the School of Health Professions, Associate Dean of Health Professions, HIT program advisory committees, if applicable, and/or HIT and other program faculty/administrators.

Provides an effective organization through the hiring, training, evaluation, and motivation of AS HIT program instructional and support employees. Develops and maintains an organizational structure that ensures effective and efficient HIT program operations and student learning outcomes.

Provides an effective and efficient system for assessment, delivery, and evaluation of HIT program courses; monitors the instructional delivery system and provides guidance for the improvement of instructional quality on a regular scheduled basis to ensure uniform and consistent practice within the AS HIT program guidelines.

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Provides an effective communication system within the HIT program and with associated external agencies, community groups or other related organizations to foster the exchange of ideas, while providing opportunities for faculty and staff to participate in developing recommendations to enhance the HIT program. Prepares and recommends the HIT program budget; monitors expenditures to maximize the utilization of available resources.

Recruits and advises students who demonstrate an interest in the HIT program; creates and manages recruitment events as appropriate for the HIT program.

Coordinates student learning experiences and provides guidance to students to ensure retention and student success.

Secures and maintains facilities and equipment assigned to the HIT program.

Provides accurate and timely information for the printing and publication of class schedules, HIT program recruitment brochures, information/application packets, the HIT program webpage, and the College catalog.

Maintains continued HIT program accreditation status with SACS and the appropriate program accrediting agencies (CAHIIM); manages and accepts responsibility for the outcome of future accreditation/reaccreditation processes.

Compiles measurable outcomes of HIT program effectiveness and student success.

Coordinates and participates in the HIT advisory committees, department meetings, and other ad hoc committee work, as assigned.

Performs other duties, as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education in a discipline appropriate to the HIT program.

OR

Bachelor's degree from a regionally accredited institution of higher education in a discipline appropriate to the HIT program, and completion of Master's degree in discipline appropriate to the HIT program within 24 months of hire.

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Certification as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) in good standing.

Five (5) years of combined clinical professional work and HIT/HIM teaching experience in the Health Information Technology program area.

Personal and educational philosophy compatible with the mission, goals, and objectives of Florida SouthWestern State College.

Demonstrated competency in computer applications.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.

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- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office, classroom, laboratory, and clinical sites.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 28, 2022. Revised: July 1, 2023.