



7801 Rush River Drive  
Sacramento, CA 95831

Phone: (916) 393-9020  
Fax: (916) 393-9025

Web: [www.accsv.org](http://www.accsv.org)

**ACC PARK CITY**  
7375 Park City Drive  
Sacramento, CA 95831  
Phone: (916) 393-9026  
Fax: (916) 393-9128

**ACC GREENHAVEN TERRACE**  
1180 Corporate Way  
Sacramento, CA 95831  
Phone: (916) 393-0210  
Fax: (916) 395-0212

**ADMINISTRATION**  
7311 Greenhaven Drive,  
Suite 187  
Sacramento, CA 95831  
Phone: (916) 394-6399  
Fax: (916) 393-9128

## Position Title: Health Information Coordinator

ACC Nursing Home is seeking an **experienced Health Information Coordinator**. Health Information Coordinator maintains the Health Information Department in accordance with State and Federal regulations, accepted professional standards, and facility policies and procedures. Maintenance of the Health Information Department includes, but is not limited to, review and analysis of in-house and discharged medical records for completeness and accuracy, maintaining census reports, logs, registers and indices, and maintaining medical records in an organized and accessible manner.

We are a non-profit organization with a long history of strong community support. It is the active participation and support of volunteers and family members that have helped ACC Nursing Home assure that elders in the community can get reliable and good care since last 25 years. One of our most unique features is the cultural diversity of our residents and staff. ACC Nursing Home is the flagship of a continuum of services provided by the ACC, including a 166 apartment senior community and a community center serving over 3,000 seniors and family caregivers a year, a transportation program for seniors, and a social day respite program

### JOB FUNCTIONS:

- Analyzes and evaluates medical records for in-house residents. Analysis and evaluation will be in accordance with State and Federal regulations, accepted professional standards, and facility policies and procedures. Analysis and evaluation will include both quantitative and qualitative auditing.
- Maintains the Disease Index. Codes the admission, interim and discharge diagnoses utilizing the ICD-9-CM coding books.
- Performs the discharge chart process.
- Maintains the Medical Records Department/Services for the facility including primary and secondary file systems.
- Maintains the medical records filing systems including: storage, protection, and destruction of medical records.
- Compiles of statistics, when requested by the Director of Nursing Services or Administrator.
- Prepares miscellaneous records and reports as directed by the Director of Nursing Services or Administrator.
- Assists physician and allied health personnel with completion of medical records.
- Attends inter-departmental meetings and conferences when requested to do so.
- Follows up on medical record audit deficiencies.
- Follow up on the Physician's Visit Control Log and Telephone Order Control.
- Maintains a working knowledge of the computer system for medical records.
- Audits and monitors timeliness of RAI for EDT on an ongoing basis.

### QUALITIES

- Demonstrates consistency, motivates others, displays patience, sets standards and is visibly accountable for those standards.
- Demonstrates positive behavior characteristics such as attitude, initiative, cooperation, adaptability, fairness, ingenuity, and dependability.

### REQUIREMENTS:

- R.H.I.T. credential preferred. High School graduation or equivalent G.E.D.
- Knowledge of medical terminology.
- Proficient in word, excel and other computer skills.

If interested please email your resume with salary history to:  
Kashmira Khatri at [asianaa@accsv.org](mailto:asianaa@accsv.org)  
EEOE. All applications accepted until position is filled.