



# NORTON SOUND HEALTH CORPORATION

P.O. Box 966  
Nome, Alaska 99762  
(907)443-3311  
Fax: (907)443-2085

## Job Vacancy Notice

### Director of Health Information Management

#### **PURPOSE OF POSITION:**

To oversee and maintain the operations of the Health Information Management Department in accordance with NSHC policies, procedures and applicable regulations. This position plans, directs and coordinates the activities of the department to provide medical records services to patients and departments. Establishes policies and procedures to enhance patient care.

#### **EDUCATION AND EXPERIENCE:**

Bachelors degree in Health Information's Management or closely related field from an accredited college or University. Five years of progressive experience in Health Information Management. Three years of administrative/supervisory experience required. Registration/Certification: Registered Health Information Technician and/or Registered Health Information Administrator.

Closing Date: Until Filled

For an application, detailed job description or more information, please contact:

NSHC Human Resources Department:  
Rhonda Schneider, Professional Recruiter  
[rmschneider@nshcorp.org](mailto:rmschneider@nshcorp.org)  
(907)443-4525  
907-443-2085 fax  
[www.nortonsoundhealth.org](http://www.nortonsoundhealth.org)

*NSHC will apply Alaska Native/American Indian (under PL 93-638), EEO, and Veteran Preferences. To ensure consumers are protected to the degree prescribed under federal and state laws, NSHC will initiate a criminal history and background check. NSHC is a drug free workplace and performs pre-employment drug screening. Candidates failing to pass a pre-employment drug screen will not be considered for employment.*