



JOB POSTING FORM

Facility/Organization: NYS Office of Mental Health – Pilgrim Psychiatric Center

Position/Title: Health Information Management Administrator 3

Work Setting/Organization Type: Inpatient Psychiatric Hospital

Reports To: Director of Quality Management

Location(s): 998 Crooked Hill Rd., W. Brentwood NY, 11717

Job Type: Full time / 40 hours per week

Shift: Day shift – 8am to 4:30PM, Monday – Friday

Required Qualifications: You must be currently certified by the American Health Information Management Association as a Registered Health Information Administrator (RHIA); **AND** have two years of full-time professional (post-RHIA) health information management experience*.

*For purposes of this examination, professional health information management experience must include: reviewing medical records with physicians, coding and indexing diseases and operative procedures, compiling statistics required for hospital service analysis, and responsibility for all technical aspects of the implementation of a facility health information management program.

Examples of non-qualifying degrees include but are not limited to: business, criminal justice, liberal arts, and political science.

Job Description: As a **Health Information Management Administrator 1, 2, or 3**, you would manage the day-to-day operations of a medical records program; plan, implement, and maintain systems for acquiring and preserving individuals, medical records; supervise and train subordinate staff in facility medical records and health information management departments; and participate in the development of computer applications for medical records information. The level of Health Information Management Administrator is based on the number of individuals served, and/or the number of medical records activities performed annually at a facility. This position includes the oversight of the Medical Records Department, including all staff supervision, evaluations, etc.

CONTACT INFORMATION:

Applicants must submit a OMH Part 1 application, NYS Civil Service APP, and a current resume.

This position is located at the Main Campus of the facility. Applicants can apply via completing applications and submitting via email at: ppchr1@omh.ny.gov, via fax at 631-761-3981, or via mail at 998 Crooked Hill Road, Bldg 19 – Human Resources, West Brentwood, NY 11717.

Special Notes:

Benefits:

- **Comprehensive Health Benefits including Complete Medical, Prescriptions-Vision-Dental**
- **Generous Vacation Time-Holiday Time-Personal Time-Sick Time**
- **PEF Union membership and New State Retirement Pension**
- **Build a Rewarding Career with growth to higher positions at Pilgrim Psychiatric Center**

As of April 1, 2025, Annual Salary – \$82,236 to \$104,230 plus \$3,400 location pay