

## WHAT IS A HEALTH INFORMATION MANAGER?

In Victoria, Health Information Managers (HIMs) combine knowledge of health care processes, health records and administration, information management and human resource management to provide services that meet the medical, legal, ethical and administrative requirements of health care system. HIMs may also work in other sectors.

HIMs may perform the following tasks:

- plan and develop health information systems for various types of health care facilities including computerised patient identification systems, coding and analysis of diseases and procedures, and the design of health record forms
- revise and test the effectiveness of existing health information record services in hospitals and other health care facilities
- develop and implement new policies and procedures for handling health information in accordance with professional ethics, institutional requirements and relevant legislation including the Freedom of Information Act
- select, supervise and manage staff
- instruct health record service and other staff in the policies and procedures associated with the control, use and retrieval of health information
- develop in-service training programs for health record and other health professional staff
- control the transfer of relevant health service data to state health departments
- perform management functions such as workplace design, financial planning, budgetary control, quality assurance, and selection of equipment and supplies
- assist in medical research and health care projects.

### Personal requirements and abilities of HIMs:

- strong organisational skills
- strong project management skills
- the ability to manage staff
- strong analytical skills
- strong written and oral communication skills
- good interpersonal skills
- computer literacy
- a willingness to continually update skills and knowledge

### Education and training to become a HIM:

- Bachelor of Health Sciences & Master of Health Information Management (four year course for school leavers and special entry applicants), La Trobe University, Melbourne. See: <http://www.latrobe.edu.au/courses/health-information-management>
- Bachelor of Health Sciences (major in clinical coding and exit from the above degree after three years), La Trobe University, Melbourne. See: <http://www.latrobe.edu.au/courses/healthinformation-management>
- Master of Health Information Management, (two year graduate entry course), La Trobe University. See: <http://www.latrobe.edu.au/courses/health-information-management/postgraduate>
- Bachelor of Science (Health Information Management major) OR Masters in Health Information Management at Curtin University, Perth. See: [http://handbook.curtin.edu.au/courses/indexes/faculty\\_of\\_health\\_sciences.html](http://handbook.curtin.edu.au/courses/indexes/faculty_of_health_sciences.html)

### Employment opportunities:

In Victoria, HIMs are often employed by public and private hospitals. Other areas of employment include medical research centres, government health departments, cancer registries, group medical practices and private employers such as computer companies, imaging consultants, educational facilities and professional bodies. Employment prospects for HIMs in Victoria have increased due to technological advances, a growing demand for patient information and more sophisticated health data.

