



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: RES 24-017

March 12, 2024

Introduced: 1/18/2024

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

Adopt Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classifications of Certified Health Information Management Coder-Inpatient and Certified Health Information Management Coding Supervisor with the salary ranges as indicated in Attachment A effective January 27, 2024;
- b. Amend the FY 2023-24 Natividad Medical Center Adopted Budget (Fund 451-Dept. 9600-Unit 8363-Appropriation Unit NMC001) to reallocate eight (8) Health Information Management Coder II positions to eight (8) Certified Health Information Management Coder-Inpatient positions and one (1) Health Information Management Coding Supervisor position to one (1) Certified Health Information Management Coding Supervisor position as indicated in Attachment A effective January 27, 2024;
- c. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

RECOMMENDATION:

It is recommended that the Board of Supervisors consider adopting a Resolution to:

Adopt Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classifications of Certified Health Information Management Coder-Inpatient and Certified Health Information Management Coding Supervisor with the salary ranges as indicated in Attachment A effective January 27, 2024;
- b. Amend the FY 2023-24 Natividad Medical Center Adopted Budget (Fund 451-Dept. 9600-Unit 8363-Appropriation Unit NMC001) to reallocate eight (8) Health Information Management Coder II positions to eight (8) Certified Health Information Management Coder-Inpatient positions and one (1) Health Information Management Coding Supervisor position to one (1) Certified Health Information Management Coding Supervisor position as indicated in Attachment A effective January 27, 2024;
- c. Direct the Human Resources Department to implement the changes in the Advantage Human Resources Management (HRM) System.

SUMMARY/DISCUSSION:

Natividad Medical Center (NMC) completed a classification and base wage compensation study of the Health Information Management Coder classification series that is responsible for reviewing, interpreting, coding and abstracting medical records information according to standard classification systems, identifying diagnostic categories based on medical, diagnostic and related hospital services

rendered and other related patient information and reviewing medical records for adherence to quality standards. The objective of the study was to determine if there was enough market data available to support the creation of a certified version of the classification with a unique salary range, and if not, to recommend base wage salary changes to the existing non-certified classification aligned with available market data.

The classification study found that sufficient market data was available to support the creation of Health Information Management Coder classifications that possess and maintain a certification in health information management coding from the American Health Information Management Association (AHIMA), as a Certified Coding Specialist (CCS), a Registered Health Information Technician (RHI) or a Registered Health Information Administrator (RHIA). As such, it is determined that there is a need to create the new classifications of Certified Health Information Management Coder-Inpatient and Certified Health Information Management Coding Supervisor. Approval was sought for a Garza Consent Decree waiver and temporarily granted with stipulations from the Civil Rights Office (CRO) to create these classifications and require certifications that are the hospital industry standard at our comparable agencies. NMC will monitor the effects of the creation of and subsequent hiring into these classifications on the diversity of the department and report as required on an annual basis to the CRO.

To establish the salaries for the new classifications, NMC completed a base wage compensation study and found that the job duties, responsibilities and certifications of the Certified Health Information Management Coder-Inpatient position were matched to four (4) of the six (6) hospital comparable agencies: Alameda Highland Hospital, Contra Costa Regional Medical Center, San Mateo Medical Center and Santa Clara Valley Medical Center. After a thorough review and analysis of available data, no comparable matches were identified at Salinas Valley Health and Hazel Hawkins Hospital. The base wage compensation survey mean at top monthly step is approximately \$8,621. NMC completed a base wage compensation study and found that the job duties, responsibilities and certification of the Certified Health Information Management Coding Supervisor were matched to three (3) of the six (6) hospital comparable agencies: Contra Costa Regional Medical Center, San Mateo Medical Center and Santa Clara Valley Medical Center. After a thorough review and analysis of available data, no comparable matches were identified at Alameda Highland Hospital, Salinas Valley Health and Hazel Hawkins Hospital. The base wage compensation survey mean at top monthly step is approximately \$9,571.

The County Compensation Philosophy requires a minimum of three (3) benchmark classification matches with our comparable agencies in order to provide sufficient data for analyzing and determining a base wage comparison. As a result, there is sufficient data to help support creating the new journey level classification of Certified Health Information Management Coder-Inpatient with a top monthly salary of approximately \$8,621. Furthermore, there is sufficient data to support the creation of a supervisory level classification of Certified Health Information Management Coding Supervisor with a top monthly salary of approximately \$9,571.

NMC is seeking consideration from the Board of Supervisors to adopt a Resolution to create the new classifications of Certified Health Information Management Coder-Inpatient and Certified Health Information Management Coding Supervisor with the respective salaries and reallocate eight (8), seven filled/one vacant, Health Information Management Coder II positions to eight (8) Certified Health Information Management Coder-Inpatient positions and one (1) filled Health Information Management Coding Supervisor position to one (1) Certified Health Information Management Coding Supervisor position.

OTHER AGENCY INVOLVEMENT:

The Monterey County Human Resources Department, and Monterey County Office of County Counsel have reviewed this recommendation. In addition, the Service Employees International Union (SEIU) Local 521 has been provided notice of these recommendations.

FINANCING:

The salary and benefits increased costs for the current positions (8.0 FTE filled/1.0 FTE vacant) budgeted for the remainder of Fiscal Year 2023-24 is approximately \$71,318 and then \$154,521 annually thereafter. The funding for personnel costs is provided by NMC's enterprise fund comprised of patient services revenues received from commercial insurance, state, and federal government agencies. This action does not impact the General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Janine Bouyea, Hospital Assistant Administrator, (831) 783-2701
Approved by: Dr. Charles Harris, Hospital Chief Executive Officer, (831) 783-2553

Attachments:
Attachment A
Resolution

Charles R. Harris
Charles R. Harris, M.D., Chief Executive Officer

2/28/2024
Date