



# *Provincial Job Description*

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***TITLE:***  
**(042) Health Information Management  
Practitioner**

***PAY BAND:***  
**13**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Establishes and maintains health records in accordance with departmental, regional and legislative requirements.

***QUALIFICATIONS:***

- ◆ **Health Information Management diploma**
  - ◆ **Certification with Canadian College of Health Records Administrators**
  - ◆ **Registration with Canadian Health Information Management Association and/or Saskatchewan Health Records Management Association, where required by the job**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Intermediate computer skills**
- ◆ **Analytical and organizational skills**
- ◆ **Interpersonal and communication skills**
- ◆ **Ability to work independently**

## ***EXPERIENCE:***

- ◆ **Previous:** No previous experience.

## ***KEY ACTIVITIES:***

### **A. Coding / Abstracting**

- ◆ Ensures that coding and abstracting of clinical data is completed according to guidelines (e.g., Canadian Institute of Health Information (CIHI), Mental Health Services Act and Regulations) and department/facility/regional practices.

### **B. Release Of Health Information**

- ◆ Responds to written and verbal requests for release of information in accordance with region policies and national/provincial legislation, (e.g., Health Information Protection Act [HIPA]).
- ◆ Maintains confidentiality and security of health information.
- ◆ Liaises with outside agencies/departments (e.g., police, lawyers, doctor offices).

### **C. Statistical Reporting / Data Analysis**

- ◆ Compiles statistical reports.
- ◆ Performs data analysis/report writing.
- ◆ Conducts various Quality Assurance audits.

### **D. Assembly / Quantitative Analysis**

- ◆ Assembles and maintains health records charts.
- ◆ Performs Quantitative Analysis (e.g., identifies and records deficiencies, verifies and ensures accuracy of documentation).
- ◆ Maintains up-to-date files for incomplete records and deficiencies.
- ◆ Assigns charts to appropriate physicians and/or staff for completion.
- ◆ Performs incomplete chart count to monitor completion by physicians and issues extensions and suspensions when necessary.

**E. Transcription**

- ◆ **Transcribes dictated medical reports.**
- ◆ **Distributes transcribed reports.**

**F. Related Key Work Activities**

- ◆ **Performs clerical duties (e.g., faxes, photocopies, processes mail).**
- ◆ **Performs office reception duties.**
- ◆ **Completes admission/separation records (e.g., patients not covered for funding by the Saskatchewan Health Plan).**
- ◆ **Purges, microfilms, shreds records.**
- ◆ **Provides health record evidence/documentation for legal proceedings, as required.**
- ◆ **Performs chart retrieval, filing and file room maintenance duties.**
- ◆ **Maintains medical library, where required by the job.**
- ◆ **Maintains office supplies.**
- ◆ **Updates policy/procedure manual.**
- ◆ **Prepares invoices for release of information.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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