



Provincial Job Description

TITLE:
**(102) Health Information
Management Supervisor**

PAY BAND:
16

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises the Health Records Department to ensure compliance 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
- ◆ Leadership skills
- ◆ Analytical skills
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous: Thirty-six (36) months previous experience as a Health Information Management Practitioner to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Administration

- ◆ **Supervises the Health Records Department and schedules staff.**
- ◆ **Provides technical support for the health information management system.**
- ◆ **Approves vacation/leaves/overtime.**
- ◆ **Approves payroll time sheets, submits to payroll.**
- ◆ **Provides input into hiring and assists with performance appraisals and performance reviews.**
- ◆ **Identifies training needs/develops training programs/conducts staff development sessions.**
- ◆ **Provides input into capital and operating budgets.**
- ◆ **Assists with development of vision/goals/objectives.**
- ◆ **Updates policy and procedure manuals.**

B. Health Records Coordination

- ◆ **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.**
- ◆ **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.**
- ◆ **Performs data analysis and compiles statistical reports.**
- ◆ **Evaluates new technology/equipment and arranges maintenance.**
- ◆ **Provides reports for management regarding workflow.**
- ◆ **Conducts and/or facilitates process reviews to assess or evaluate established programs or procedures.**
- ◆ **Conducts Quality Assurance and Quality Control procedures/audits (e.g., medical charts).**
- ◆ **Approves clinical record forms to ensure standardization.**
- ◆ **Consults with hospital solicitor, Medical Affairs or director when dealing with non-routine medico-legal requests for personal patient information.**
- ◆ **Ensures coding of diagnostic and procedural information for reciprocal billing services.**

C. Related Key Work Activities

- ◆ **Orientates staff, provides guidance and instruction to practicum students.**
- ◆ **Maintains office supplies.**
- ◆ **Prepares invoices (e.g., release of information, patient billing).**
- ◆ **May perform Health Information Management Practitioner duties, as required by the job.**

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:

SGEU:

SAHO:

Date: 2005

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.