



Provincial Job Description

TITLE:
**(106) Health Information Management
Analyst**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Retrieves, analyses and presents health care data for the purposes of education, research, quality improvement, program planning and statistical reporting.

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 skills**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license, where required by the job**

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience in coding and abstracting information and data analysis.**

KEY ACTIVITIES:

A. Statistical Analysis

- ◆ **Provides interpretation of reports from Canadian Institute of Health Information (CIHI) and other sources.**
- ◆ **Designs, prepares, analyses and distributes reports and trend analyses (e.g., bed utilization/requirements, admission trends, census).**
- ◆ **Maintains a research database for all projects.**
- ◆ **Participates in national benchmarking/standardization processes (e.g., Management Information Systems).**
- ◆ **Compiles and disseminates comparative analyzes relating health region agencies to similar agencies at the provincial and national level.**
- ◆ **Coordinates research projects.**
- ◆ **Conducts audits and surveys (e.g., to evaluate client care, satisfaction and service).**
- ◆ **Tracks time for billing purposes when performing work for outside agencies.**

B. Data Quality

- ◆ **Liaises with other region staff to ensure data collection relating to client registration/services and coded/abstracted client information (post-discharge) is accurate, timely and consistent.**
- ◆ **Calculates and monitors data quality in various databases and provides input for problem resolution and corrective action plans (e.g., infection rates and surgical wait list).**
- ◆ **Provides input into the Health Record coding and abstracting process.**

C. Education / Planning

- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Designs, prepares and presents educational sessions regarding interpretation of CIHI data (e.g., to administrators, medical staff).**
- ◆ **Assists with strategic planning and implementation of new initiatives.**
- ◆ **Assists in establishing and implementing policies and procedures, quality improvement.**

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

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