



Provincial Job Description

TITLE: (122) Health Information Management Practitioner & Office Assistant

PAY BAND: 13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assembles and maintains health records in accordance with departmental, regional and legislative requirements. Performs reception, admitting, payroll/financial and general office duties.

QUALIFICATIONS:

- ◆ Health Information Management diploma
 - ◆ Certification with Canadian College of Health Records Administrators
 - ◆ Registration with Canadian Health Information Management Association

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

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

KEY ACTIVITIES:

A. Health Record Duties

- ◆ **Assembles and maintains health records charts.**
- ◆ **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 regional policies and national/provincial legislation, (e.g., Health Information Protection Act [HIPA]).**
- ◆ **Transcribes and distributes medical reports.**
- ◆ **Maintains confidentiality and security of health information.**
- ◆ **Liases with outside agencies/departments (e.g., police, lawyers, doctor offices).**
- ◆ **Compiles statistical reports.**
- ◆ **Performs data analysis/report writing.**
- ◆ **Performs Quantitative Analysis/Quality Assurance duties, where required by the job.**
- ◆ **Purges, microfilms, shreds records.**
- ◆ **Prepares invoices for release of information.**
- ◆ **Provides health record evidence/documentation for legal proceedings, as required.**

B. General Office Duties

- ◆ **Performs clerical duties (e.g., faxes, photocopies, processes mail).**
- ◆ **Creates, edits and formats documents (e.g., letters, agendas, minutes).**
- ◆ **Performs office reception duties (e.g., directs public, answers/directs phone calls).**
- ◆ **Registers/discharges inpatients and outpatients.**
- ◆ **Completes admission/separation records (e.g., patients not covered for funding by the Saskatchewan Health Plan).**
- ◆ **Books appointments/rooms/CVA (e.g., for clients/patients/physicians, staff).**
- ◆ **Performs chart retrieval, filing and file room maintenance duties.**
- ◆ **Orders, receives and maintains office supplies.**
- ◆ **Maintains and troubleshoots office equipment.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Completes requisition forms for tests (e.g., laboratory and radiology).**
- ◆ **Liases with other departments to coordinate referrals.**
- ◆ **Performs financial duties (e.g., petty cash, accounts receivable/payable, trust accounts).**
- ◆ **Prepares monthly statistics.**
- ◆ **Processes work records and provides payroll duties.**

C. Related Key Work Activities

- ◆ **Assists with bed allocation/utilization, where required by the job.**
- ◆ **Maintains medical library, where 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: September, 2006