



Provincial Job Description

TITLE: (126) Health Information Management Coordinator
PAY BAND: 15

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides coordination/supervision of Health Records services. Responsible for the establishment and maintenance of 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

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience as a Health Information Management Practitioner to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Coordination / Administration

- ◆ **Coordinates department workflow and schedules staff.**
- ◆ **Provides input into hiring and assists with performance appraisals and performance reviews.**
- ◆ **Provides input into department budget.**
- ◆ **Provides department orientation for physicians.**
- ◆ **Orientates staff; provides guidance and instruction to practicum students.**
- ◆ **Conducts Quality Assurance and Quality Control procedures/audits (e.g., medical charts).**
- ◆ **Updates policy and procedure manuals.**
- ◆ **Prepares/provides/interprets statistical reports.**
- ◆ **Approves clinical forms to ensure standardization.**
- ◆ **Provides technical support for the Health Information Management System.**

B. Health Records

- ◆ **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.**
- ◆ **Liaises with other departments and outside agencies (e.g., police, lawyers, doctor offices).**
- ◆ **Performs data analysis and compiles statistical reports.**
- ◆ **Assembles and maintains health records charts.**
- ◆ **Performs Quantitative Analysis (e.g., identify and record deficiencies, verify and ensure 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/suspensions when necessary.**
- ◆ **Transcribes and distributes dictated medical reports.**
- ◆ **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.

C. Related Key Work Activities

- ◆ Performs office reception duties.
- ◆ Performs clerical duties (e.g., fax, photocopy, process mail).
- ◆ Maintains office supplies.
- ◆ Prepares invoices (e.g., release of information, patient billing).
- ◆ 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:

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