



Provincial Job Description

TITLE:
**(413) Health Information & Patient
Registration Working Supervisor**

PAY BAND:
15

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides coordination/supervision of Health Information and Patient Registration services. Responsible for the establishment and maintenance of health records in accordance with departmental, regional and legislative requirements and for the client/patient/resident reception, admission, discharge and registration process.

QUALIFICATIONS:

- ◆ **Health Information Management diploma**
 - ◆ **Certification with Canadian Health Information Management Association**
 - ◆ **Registration with Canadian Health Information Management Association and/or Saskatchewan Health Information 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: Twenty-four (24) months previous experience as a Health Information Management Practitioner to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Coordination / Administration

- ◆ **Coordinates/supervises department workflow of Health Records and Registration.**
- ◆ **Schedules staff and deals with payroll issues.**
- ◆ **Approves vacation/leaves of absence/overtime in consultation with Out-of-Scope Manager and within Collective Bargaining Agreement guidelines.**
- ◆ **Assists with interview and selection processes and provides input into performance appraisals and performance reviews.**
- ◆ **Coordinates and conducts orientation, education of staff; provides placement, guidance and instruction to practicum students.**
- ◆ **Monitors and provides input into department budgets.**
- ◆ **Provides technical support and training for the computerized Health Information Management System and Patient Registration systems.**
- ◆ **Provides department orientation for all medical staff including physicians.**
- ◆ **Liaises with other departments, health professionals and outside agencies (e.g., police, lawyers, doctor offices, nursing, Physicians, Saskatchewan Health).**
- ◆ **Conducts Quality Assurance and Quality Control procedures/audits (e.g., medical charts, operational procedures, processes).**
- ◆ **Assists with the development of vision/goals and objectives and updates policy and procedure manuals.**
- ◆ **Conducts and/or facilitates process reviews to assess or evaluate established programs or procedures.**
- ◆ **Evaluates new technology/equipment.**
- ◆ **Prepares/provides/interprets statistical reports.**
- ◆ **Approves clinical forms to ensure standardization.**

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.**
- ◆ **Codes diagnostic and procedural information for reciprocal billing services.**
- ◆ **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.**
- ◆ **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.**
- ◆ **Directs and coordinates retention and destruction of confidential health information according to established policy.**

C. Registration / Reception

- ◆ **Operates switchboard, directs calls and provides information.**
- ◆ **Greets clients/patients/public to department/facility.**
- ◆ **Processes admissions/discharges/transfers (e.g., in-patients, out-patients, deceased, dead-on-arrival).**
- ◆ **Assists and escorts patient to units, when necessary.**
- ◆ **Notifies funeral homes and escorts funeral home attendants to morgue, where required.**
- ◆ **Tracks belongings.**
- ◆ **Processes information for Saskatchewan Health (e.g., births).**

D. Bed Management

- ◆ Maintains accurate current census, bed list.
- ◆ Balances daily census and provides daily statistical bed utilization information to appropriate departments.
- ◆ Contacts other hospitals to check for bed availability in order to transfer patients/clients.
- ◆ Makes arrangements to transfer patients between wards or facilities.
- ◆ Acts as liaison between physicians, nurse managers and departments regarding bed availability and placement.

E. General Office Duties

- ◆ Schedules appointments for clients/physicians/staff (e.g., pre-assessment clinics, stress tests).
- ◆ Sorts, files and retrieves booking and cancellation cards.
- ◆ Prepares paperwork and pre-registration for clients' upcoming appointments.
- ◆ Processes mail.
- ◆ Collects, receipts and provides safekeeping of valuables for patients/clients.
- ◆ Performs clerical duties (e.g., answers phone, files, shreds, photocopies).
- ◆ Maintains office inventory and equipment.
- ◆ Performs data entry and prints reports.
- ◆ Compiles month end reports.
- ◆ Prepares charts for in-patients.
- ◆ Types call schedule for physicians.
- ◆ May set up receivables (e.g., Workers' Compensation Board).

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: June, 2009