



# *Provincial Job Description*

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***TITLE:*** (419) Supervisor of Health Information and Administrative Services  
***PAY BAND:*** 16

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Supervises Health Information and Administrative Services within a department/facility. 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: Thirty-six (36) months previous experience as a Health Information Management Practitioner to consolidate knowledge and skills.**

## ***KEY ACTIVITIES:***

### **A. Administration**

- ◆ Supervises 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 clinical staff (e.g., Mental Health Therapists, Addiction Counsellors, physicians).
- ◆ Orientates staff (e.g., clerks, office administration).
- ◆ Conducts Quality Assurance and Quality Control procedures/audits (e.g., medical charts).
- ◆ Updates and implements policy and procedure manuals.
- ◆ Prepares/provides/interprets statistical reports.
- ◆ Creates and approves clinical forms to ensure standardization.
- ◆ Provides technical support (e.g., Health Information Management System, Mental Health Information System [MHIS], Alcohol, Drug & Gambling System [ADG]).

### **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], Mental Health Services Act [MHSA]).
- ◆ 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/maintains statistical reports (e.g., in-patient admission/discharge, clinical contact, MHSA certificates).
- ◆ Performs Quantitative Analysis (e.g., identify and record deficiencies, verify and ensure accuracy of documentation).
- ◆ Performs incomplete chart count to monitor completion by physicians/clinical staff.
- ◆ Provides health record evidence/documentation for legal proceedings, as required.
- ◆ Ensures transcription and distribution of dictated medical reports.
- ◆ Ensures the completion of purging, microfilming, and shredding of records.
- ◆ Ensures chart retrieval, filing and file room maintenance duties.

**C. Financial / Payroll**

- ◆ Performs accounts receivable/accounts payable, billing/receipting/deposits.
- ◆ Maintains a petty cash account.
- ◆ Monitors expenditures (e.g., contracts, invoices, grants)
- ◆ Completes and submits payroll time sheets.
- ◆ Deals with staff payroll inquiries.
- ◆ Maintains departmental personnel and attendance files (e.g., sick and vacation balances).

**D. Related Key Work Activities**

- ◆ Provides reception/clerical duties (e.g., answer telephone, fax, photocopy).
- ◆ Maintains facility supplies.
- ◆ Ensures maintenance of equipment and office environment.

*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:**

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**SGEU:**

**SAHO:**

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**Date: January, 2009.**