


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Health Information Management Practitioner</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>042</u></p>
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<p><b>Decision Making</b></p> <p>Follows and interprets accepted practices, existing rules and regulations to ensure chart assembly and completion, release of information, transcription and coding/abstracting. Some choice of action when issuing extensions and suspensions based on physicians incomplete chart count and uses discretion when selecting appropriate diagnostic and procedural codes.</p>	<p><b>Degree</b></p> <p><u>3.0</u></p>
<p><b>Education</b></p> <p>Grade 12 Health Information Management diploma (2085 hrs). Certification with the Canadian College of Health Records Administrators.</p>	<p><u>5.0</u></p>
<p><b>Experience</b></p> <p>No previous experience. Twelve (12) months on the job experience to develop health information management skills in association with the information systems and software, and to become familiar with region/facility/department policies and procedures.</p>	<p><u>4.0</u></p>
<p><b>Independent Judgement</b></p> <p>Uses judgement when coding and abstracting of clinical data. Uses limited analysis to resolve coding discrepancies. Uses judgement when correlating the various data elements from within the health record and selecting the appropriate codes.</p>	<p><u>3.5</u></p>
<p><b>Working Relationships</b></p> <p>Uses tact and discretion when securing the cooperation of physicians for chart completion. Contacts with physicians, lawyers and insurance companies can be specialized or emotionally charged.</p>	<p><u>4.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
Provides health record services to meet quality and service requirements. Misplaced files impacts the flow of work of others to a limited degree. Inaccurate coding can affect the accuracy of statistical reports. Misjudgment in responding to requests for release of information may result in identifiable deterioration in relations.	<u>2.5</u>
<b>Leadership and/or Supervision</b> Orientates staff and provides guidance to practicum students. Provides functional guidance to internal operating personnel (e.g., physicians, nursing staff).	<u>2.0</u>
<b>Physical Demands</b> Regular physical effort sorting/assembling charts and keyboarding requiring regular accurate coordination of fine movements.	<u>2.0</u>
<b>Sensory Demands</b> Regular visual and listening effort such as keyboarding, transcribing, filing, sorting, coding/abstracting, and reading requiring visual, mental and interpretive attentiveness.	<u>2.5</u>
<b>Environment</b> Occasional minor conditions, such as noise, dust, and congested workplace.	<u>2.0</u>