


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Health Information Management Supervisor</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>102</u></p>
--	---	--------------------------------------

<p>Decision Making</p> <p>Follows and interprets accepted practices, existing rules and regulations regarding to ensure chart assembly and completion, release of information, transcription and coding/abstracting. Achieves assigned objectives through planning, implementing, staffing and providing technical support. Work involves developing plans to achieve short term goals associated with coordinating work flow.</p>	<p>Degree</p> <p><u>3.5</u></p>
<p>Education</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>Experience</p> <p>Thirty-six (36) months previous experience as a Health Information Management Practitioner to consolidate knowledge and skills. Twelve (12) months on the job to develop supervisory/administrative skills and to become familiar with region/facility/department policies and procedures.</p>	<p><u>7.0</u></p>
<p>Independent Judgement</p> <p>Uses analysis and judgment when dealing with release of information requests which fall outside of established practices.</p>	<p><u>4.0</u></p>
<p>Working Relationships</p> <p>Provides technical explanation and/or instruction to other departments regarding health record issues. Contacts with physicians, lawyers and insurance companies can be difficult or specialized.</p>	<p><u>4.0</u></p>

Impact of Action	Degree
<p>Leads initiatives to enhance effectiveness of services through planning, organizing, implementing, staffing and Quality Assurance. Misjudgment in establishing adequate procedures for the release of information may result in identifiable deterioration in relations. Misjudgements in conducting process reviews and Quality Assurance/Quality Control audits may result in inadequate planning for key Health Records assignments.</p>	<p><u>3.0</u></p>
<p>Leadership and/or Supervision Provides regular direction to Health Records staff. Has input into budgets and staffing. Prepares schedules. Responsible to ensure staff maintain compliance in Release of Information.</p>	<p><u>4.0</u></p>
<p>Physical Demands Occasional physical effort lifting, handling files, moving, and walking with periods of regular effort using a computer.</p>	<p><u>1.5</u></p>
<p>Sensory Demands Regular sensory effort reading, report writing, communicating, and computer operation with periods of competing multiple sensory demands.</p>	<p><u>2.5</u></p>
<p>Environment Occasional exposure to minor disagreeable conditions such as interruptions, multiple deadlines and exposure to rudeness and profanity.</p>	<p><u>2.0</u></p>