


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Health Information Management Analyst</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>106</u></p>
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<p>Decision Making</p> <p>Health care data is retrieved, organized, analysed and presented to achieve assigned objectives. Work involves developing plans to improve and standardize services.</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>Twenty-four (24) months previous experience in coding and abstracting information and data analysis. Twelve (12) months on the job experience to consolidate analytical, organizational and problem solving skills and department/facility/region policies and procedures.</p>	<p><u>6.0</u></p>
<p>Independent Judgement</p> <p>Designs, retrieves, presents and interprets statistical data from various sources within generally accepted practices. Work involves choice of methods or procedures and troubleshooting when determining the best way to source data and report results.</p>	<p><u>4.0</u></p>
<p>Working Relationships</p> <p>Liaises with region staff such as physicians and managers to provide technical explanation and/or advice in the compilation of statistical/analytical reports. Secures cooperation of others through persuasion and motivation (e.g., management, staff) to accept data recovery and reporting standards.</p>	<p><u>4.0</u></p>

Impact of Action	Degree
<p>Prepares, organizes and delivers information that affects service standards, procedures and resources allocated.</p> <p>Misjudgements in data selection and reporting may result in senior management inadequately planning for service delivery changes or substantially delay decisions based upon the data.</p>	<p><u>3.0</u></p>
<p>Leadership and/or Supervision</p> <p>Provides orientation to staff and students. Provides functional guidance and/or specialty advice to various committees regarding utilization information and other statistical data.</p>	<p><u>2.5</u></p>
<p>Physical Demands</p> <p>Regular physical effort researching/retrieving data and performing computer analysis using fine movements.</p>	<p><u>2.0</u></p>
<p>Sensory Demands</p> <p>Frequent sensory effort such as computer operation, researching, analyzing, compiling, producing and presenting complicated reports requiring visual, mental and interpretive attentiveness.</p>	<p><u>3.0</u></p>
<p>Environment</p> <p>Occasional exposure to minor disagreeable conditions such as multiple deadlines and interruptions.</p>	<p><u>2.0</u></p>