


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Health Information Management Practitioner & Office Assistant</u></p> <p>Date <u>October 2000; 2004</u></p> <p>Revised Date <u>September 2006</u></p> <p>Revised Date _____</p>	<p>Code</p> <p style="text-align: center;"><u>122</u></p>
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<p>Decision Making</p> <p>Responsible for the operation of health records, admitting, reception, switchboard and business office functions.</p> <p>Makes decisions regarding release of information within accepted practice.</p>	<p>Degree</p> <p style="text-align: center;"><u>3.0</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 style="text-align: center;"><u>5.0</u></p>
<p>Experience</p> <p>No previous experience. Twelve (12) months on the job to consolidate administrative skills and health records practices, and to become familiar with region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>4.0</u></p>
<p>Independent Judgement</p> <p>Uses generally accepted practices when overseeing health records, business office, admitting, and reception responsibilities. Exercises judgement when releasing information in accordance with the Health Information Protection Act.</p>	<p style="text-align: center;"><u>3.5</u></p>
<p>Working Relationships</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 style="text-align: center;"><u>4.0</u></p>

Impact of Action	Degree
<p>Provides health record and general office services to meet quality and service requirements. Misplaced files impact the flow of work of others to a limited degree. Inaccurate coding can affect the accuracy of statistical reports.</p> <p>Misjudgment in responding to requests for release of information may result in identifiable deterioration in relations.</p>	<p><u>2.5</u></p>
<p>Leadership and/or Supervision</p> <p>Orientates staff and provides guidance to practicum students. Provides functional guidance to internal operating personnel (e.g., physicians, nursing staff).</p>	<p><u>2.0</u></p>
<p>Physical Demands</p> <p>Regular physical effort with sorting/assembling and keyboarding requiring regular accurate coordination of fine movements.</p>	<p><u>2.0</u></p>
<p>Sensory Demands</p> <p>Regular visual and listening effort such as keyboarding, transcribing, filing, sorting, coding, and reading with periods of competing multiple sensory demands including switchboard/admitting/business office duties.</p>	<p><u>2.5</u></p>
<p>Environment</p> <p>Occasional exposure to minor disagreeable conditions such as multiple interruptions/deadlines and rudeness/profanity.</p>	<p><u>2.0</u></p>