


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Health Information Management Coordinator</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>126</u></p>
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<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 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>Twenty-four (24) months previous experience as a Health Information Management Practitioner to consolidate knowledge and skills. Twelve (12) months on the job to develop coordination/administrative skills and become familiar with region/facility/department policies and procedures.</p>	<p><u>6.0</u></p>
<p>Independent Judgement</p> <p>Use judgement when coding and abstracting clinical data. Uses limited analysis to resolve coding discrepancies. Judgement is required when correlating the various data elements from within the health record and selecting the appropriate codes.</p>	<p><u>3.5</u></p>
<p>Working Relationships</p> <p>Secures 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>

Impact of Action	Degree
<p>Coordinates health records services through planning, organizing, implementing, staffing and Quality Assurance. 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.</p>	<p><u>2.5</u></p>
<p>Leadership and/or Supervision Provides limited direction when assigning, checking and maintaining the flow of work in Health Records. Schedules and replaces staff.</p>	<p><u>3.0</u></p>
<p>Physical Demands Regular physical effort sorting/assembling charts and keyboarding requiring regular accurate coordination of fine movements.</p>	<p><u>2.0</u></p>
<p>Sensory Demands Regular visual and listening effort such as keyboarding, transcribing, filing, sorting, coding/abstracting, reading 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.</p>	<p><u>2.0</u></p>