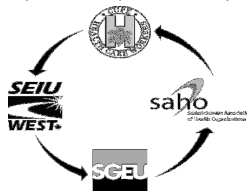


Job Evaluation Rating Documentation

CUPE, SEIU, SGEU, SAHO 	Job Title <u>Health Information Management Data Quality Coordinator</u> Date _____ Revised Date <u>2004</u> Revised Date <u>Feb 08/12</u>	Code <u>314</u>
--	--	-------------------------------

Decision Making Responsible to ensure coding and abstracting is consistently applied throughout the region. Achieves the assigned objectives of accurate and consistent collection of health records data through planning, implementing and providing technical support. Work involves developing plans to achieve short-term goals associated with coordinating in-service training and software implementation/upgrades and adapting current practice and/or developing appropriate guidelines for situations when no coding guidelines exist.	Degree <u>4.0</u>
Education Grade 12. Health Information Management diploma (1803 hours). Certification with the Canadian College of Health Records Administrators.	<u>4.5</u>
Experience Twenty-four (24) months previous experience coding and abstracting inpatient records to consolidate knowledge and skills. Twelve (12) months on the job to consolidate analytical, organizational, problem solving and communications skills, learn intricacies of the system and become familiar with region/facility/department policies and procedures.	<u>6.0</u>
Independent Judgement Uses judgement when providing direction to staff in the coding and abstracting clinical data. In coding issues for which no guidelines apply, utilizes a choice of methods or procedures, analysis and troubleshooting to ensure the information entered meets department requirements. Judgement is required when interpreting guidelines and standards to determine best practices for coding and abstracting data.	<u>4.0</u>
Working Relationships Has regular contact with vendors and other departments when implementing new/upgraded software. Requires tact and discretion to provide technical explanation and instruction regarding coding/abstracting to coding staff and with IT staff and vendors to coordinate installation of system upgrades and fixes.	<u>3.5</u>

Impact of Action	Degree
<p>Coordinates the Data Quality Program to ensure the accurate and consistent collection of health information.</p> <p>Inaccurate coding can affect the accuracy of statistical reports. Inadequate planning for coding instruction may result in coding/abstracting errors which affects and may delay other work.</p>	<u>2.5</u>
<p>Leadership and/or Supervision</p> <p>Provides regular direction to Health Information Management Practitioner staff in the region. Has responsibility for assigning work, monitoring performance and results, maintaining/organizing the flow of work to ensure deadlines are met, and providing input into hiring and performance appraisal. Also provides functional/specialty standard practice instruction (coding and abstracting), and follows up to ensure compliance.</p>	<u>4.0</u>
<p>Physical Demands</p> <p>Regular physical effort retrieving and reviewing data and performing keyboarding requiring regular accurate coordination of fine motor movements.</p>	<u>2.0</u>
<p>Sensory Demands</p> <p>Frequent visual/listening effort such as report writing, conducting training, keyboarding, coding/abstracting, reading with competing multiple sensory demands.</p>	<u>3.0</u>
<p>Environment</p> <p>Occasional exposure to minor disagreeable conditions such as interruptions and multiple deadlines.</p>	<u>2.0</u>