


Job Evaluation Rating Documentation

CUPE, SEIU, SGEU, SAHO 	Job Title <u>Health Information & Patient Registration Working Supervisor</u> Date <u>June, 2009</u> Revised Date _____ Revised Date _____	Code <u>413</u>
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Decision Making Follows and interprets accepted practices, existing rules and regulations regarding registration services and to ensure chart assembly and completion, release of information, transcription and coding/abstracting of health information. Achieves assigned objectives through planning, implementing and providing technical support. Work involves developing plans to achieve short term goals associated with coordinating work flow.	Degree <u>3.5</u>
Education Grade 12. Health Information Management diploma (1800 hrs - SIAST Jan/09). Certification with the Canadian College of Health Information Management.	<u>4.5</u>
Experience 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 patient registration/coordination/administrative skills and become familiar with region/facility/department policies and procedures.	<u>6.0</u>
Independent Judgement Uses judgment 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. Exercises judgment in the analysis and/or troubleshooting of problems relative to client transfer.	<u>3.5</u>
Working Relationships Provides technical explanation and/or instruction to other departments regarding Health Records and Patient Registration issues. Contacts with physicians, lawyers and insurance companies, clients, patients and/or residents and family can be specialized or emotionally charged.	<u>4.0</u>

Impact of Action	Degree
<p>Coordinates health records and patient registration services through planning, organizing, implementing, staffing and Quality Assurance. Misplaced files or inaccurate data collection and entry of patient information impacts the flow of work of others. 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>3.0</u></p>
<p>Leadership and/or Supervision Provides regular direction to Health Records and Patient Registration staff. Provides input into budgets and staffing. Responsible to ensure staff maintain compliance in Release of Information.</p>	<p><u>4.0</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>