


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Supervisor of Health Information and Administrative Services</u></p> <p><b>Date</b> <u>January, 2009</u></p> <p><b>Revised Date</b> _____</p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>419</u></p>
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<p><b>Decision Making</b></p> <p>Ensures chart assembly/completion, release of information, transcription and coding/abstracting is completed within accepted practices and existing rules and regulations. Achieves assigned objectives through planning, implementing, staffing and providing technical support to Health Records and Administrative Services. Work involves developing plans to achieve short-term goals associated with coordinating work flow.</p>	<p><b>Degree</b></p> <p><u>3.5</u></p>
<p><b>Education</b></p> <p>Grade 12. Health Information Management diploma (1800 hrs). Certification and Registration with the Canadian Health Information Management Association.</p>	<p><u>4.5</u></p>
<p><b>Experience</b></p> <p>Thirty-six (36) months previous experience as a Health Information Management Practitioner to consolidate knowledge and skills. Twelve (12) months on the job to develop supervisory/administrative skills and to become familiar with region/facility/departments policies and procedures.</p>	<p><u>7.0</u></p>
<p><b>Independent Judgement</b></p> <p>Performs administrative and supervisory duties within generally accepted practices. Uses analysis and judgement when dealing with release of information requests which fall outside of established practices, Quality Assurance and providing technical support.</p>	<p><u>4.0</u></p>
<p><b>Working Relationships</b></p> <p>Provides technical explanation and/or instruction to other departments regarding health records and administration issues. Contacts with physicians, lawyers and insurance companies can be difficult or specialized.</p>	<p><u>4.0</u></p>

Impact of Action	Degree
<p>Leads initiatives to enhance effectiveness of services through planning, organizing, implementing, staffing and Quality Assurance. Misjudgement in establishing adequate procedures for the release of information may result in identifiable deterioration in relations. Misjudgements in conducting process reviews and Quality Assurance/Quality Control audits may result in inadequate planning for key Health Records and Administrative Services assignments.</p>	<p><u>3.0</u></p>
<p><b>Leadership and/or Supervision</b> Provides regular direction to Health Records and Administrative Services 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><b>Physical Demands</b> Occasional physical effort lifting, handling files, moving, and walking with periods of regular effort using a computer.</p>	<p><u>1.5</u></p>
<p><b>Sensory Demands</b> Regular sensory effort reading, report writing, communicating, and computer operation with periods of competing multiple sensory demands.</p>	<p><u>2.5</u></p>
<p><b>Environment</b> Occasional exposure to minor disagreeable conditions such as interruptions, multiple deadlines and exposure to rudeness and profanity.</p>	<p><u>2.0</u></p>