



Provincial Job Description

TITLE:
**(042) Health Information Management
Practitioner**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Establishes and maintains health records in accordance with departmental, regional and legislative requirements.

QUALIFICATIONS:

- ◆ Health Information Management diploma
 - ◆ Certification with Canadian College of Health Information Management (CCHIM)
 - ◆ Registration with Canadian Health Information Management Association (CHIMA)

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Analytical skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous:** No previous experience.

KEY ACTIVITIES:

A. Coding / Abstracting

- ◆ Ensures that coding and abstracting of clinical data is completed according to guidelines (e.g., Canadian Institute of Health Information [CIHI]) and department/facility/regional practices.
- ◆ Data quality checks are performed to ensure national, provincial and regional coding standards are met.
- ◆ Conducts various Quality Assurance edits to ensure data integrity, quality of documentation and clinical efficiency (cost effectiveness of services rendered) have been achieved.

B. Release Of Health Information

- ◆ Responds to written and verbal requests for release of information in accordance with region policies and national/provincial legislation, (e.g., Health Information Protection Act [HIPA], Mental Health Services Act [MHSA]).
- ◆ Maintains confidentiality and security of health information.
- ◆ Liaises with outside agencies/departments (e.g., police, lawyers, doctor offices).
- ◆ Prepares invoices for release of information.
- ◆ Provides health record evidence/documentation for legal proceedings, as required.

C. Statistical Reporting / Data Analysis

- ◆ Compiles statistical reports.
- ◆ Performs data analysis/report writing.
- ◆ Conducts various Quality Assurance audits.

D. Assembly / Quantitative Analysis

- ◆ Assembles and maintains health records charts.
- ◆ Performs Quantitative Analysis (e.g., identifies and records deficiencies, verifies and ensures accuracy of documentation).
- ◆ Maintains up-to-date files for incomplete records and deficiencies.
- ◆ Assigns charts to appropriate physicians and/or staff for completion.
- ◆ Performs incomplete chart count to monitor completion by physicians and issues extensions and suspensions when necessary.

E. Related Key Work Activities

- ◆ Performs clerical duties (e.g., faxes, photocopies, processes mail).
- ◆ Performs office reception duties.
- ◆ Completes admission/separation records (e.g., patients not covered for funding by the Saskatchewan Health Plan).
- ◆ Purge and destruction of records as per provincial guidelines.
- ◆ Performs chart retrieval, filing and file room maintenance duties.
- ◆ Maintains office supplies.
- ◆ Updates policy/procedure manual.
- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Maintains medical library, where required by the job.
- ◆ Transcribes and distributes medical reports, where required by the job.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: May 14, 2015