



Provincial Job Description

TITLE:
**(102) Health Information
Management Supervisor**

PAY BAND:
16

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises the Health Information Department to ensure compliance with departmental, 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
- ◆ Leadership skills
- ◆ Analytical skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Thirty-six (36) months previous experience as a Health Information Management Practitioner to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ **Supervises the Health Information Department and schedules staff.**
- ◆ **Provides technical support for the Health Information Management System.**
- ◆ **Coordinates vacation/leave/overtime requests.**
- ◆ **Approves payroll time sheets, submits to payroll.**
- ◆ **Provides input into hiring and assists with performance appraisals and performance reviews.**
- ◆ **Identifies training needs/develops training programs/conducts staff development sessions.**
- ◆ **Provides input into capital and operating budgets.**
- ◆ **Assists with development of vision/goals/objectives.**
- ◆ **Assists with the development of policies and procedures.**
- ◆ **Develops and implements new business processes to improve efficiency and coordination of services.**
- ◆ **Develops/prepares business cases regarding staffing enhancements and proposals, capital purchases and space planning.**

B. Health Records Coordination

- ◆ **Ensures that coding and abstracting of clinical data is completed according to guidelines (e.g., Canadian Institute of Health Information (CIHI)) and department practices.**
- ◆ **Performs data quality checks to ensure national and provincial coding standards are met.**
- ◆ **Conducts various Quality Assurance audits to ensure data integrity, quality of documentation and clinical efficiency (cost effectiveness of services rendered) have been achieved.**
- ◆ **Responds to written and verbal requests for release of information in accordance with policies and national/provincial legislation, (e.g., Health Information Protection Act (HIPA), Mental Health Services Act (MHSA)).**
- ◆ **Maintains confidentiality and security of health information.**
- ◆ **Performs data analysis and prepares and delivers statistical reports.**
- ◆ **Evaluates new technology/equipment and arranges maintenance.**
- ◆ **Provides reports for management regarding workflow.**
- ◆ **Conducts and/or facilitates process reviews to assess or evaluate established programs or procedures.**
- ◆ **Conducts Quality Assurance and Quality Control procedures/audits (e.g., medical charts).**
- ◆ **Approves clinical record forms to ensure standardization.**
- ◆ **Consults with legal counsel, Medical Affairs or director when dealing with non-routine medico-legal requests for personal patient information.**
- ◆ **Ensures coding of diagnostic and procedural information for reciprocal billing services.**
- ◆ **Prepare charts with appropriate redactions.**
- ◆ **Coordinates and monitors in person patient record reviews.**
- ◆ **Performs data quality management.**

C. Related Key Work Activities

- ◆ **Provides guidance and instruction to new staff, physicians and practicum students.**
- ◆ **Maintains office supplies.**
- ◆ **Prepares invoices (e.g., release of information, patient billing).**
- ◆ **Responsible for managing, maintaining, troubleshooting and support for various databases.**
- ◆ **Performs Health Information Management Practitioner duties, as required.**

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: September 12, 2023