



# *Provincial Job Description*

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

**PAY BAND:**  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Supervises the Health Information Department to ensure compliance 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
- ◆ 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 (relevant legislation) 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/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.
- ◆ 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.
- ◆ Performs data analysis and compiles 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 hospital solicitor, 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.

**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.
- ◆ May perform Health Information Management Practitioner duties, as 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:***

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***SGEU:***

***SAHO:***

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***Date: May 14, 2015***