



# Provincial Job Description

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**TITLE:** (106) Health Information Management Analyst  
**PAY BAND:** 15

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## ***FOR FACILITY USE:***

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## ***SUMMARY OF DUTIES:***

Retrieves, validates, analyses and presents health care data for the purposes of education, research, quality improvement, program planning and statistical reporting.

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

## ***EXPERIENCE:***

- ◆ **Previous:** Twenty-four (24) months previous experience as a Health Information Management Practitioner in association with the information systems/software and to consolidate knowledge and skills.

## ***KEY ACTIVITIES:***

### **A. Statistical Analysis**

- ◆ Procure and aggregate data from various databases.
- ◆ Provides interpretation of reports from Canadian Institute of Health Information (CIHI) and other sources.
- ◆ Designs, prepares, analyses and distributes reports and trend analysis (e.g., bed utilization/requirements, admission trends and census).
- ◆ Maintains a research database for all projects.
- ◆ Participates in national benchmarking/standardization processes (e.g., Management Information Systems).
- ◆ Compiles and disseminates comparative analysis at the provincial and national level.
- ◆ Coordinates research projects.
- ◆ Conducts audits and surveys (e.g., to evaluate client care, satisfaction and service).
- ◆ Tracks time for billing purposes when performing work for outside agencies.
- ◆ Provides methodology and caveats to stakeholders in fine detail.

### **B. Data Quality**

- ◆ Liaises with other staff to ensure data collection relating to client registration/services and coded/abstracted client information (post-discharge) is accurate, timely and consistent.
- ◆ Calculates and monitors data quality in various databases and provides input for problem resolution and corrective action plans (e.g., infection rates and surgical wait list).
- ◆ Provides input into the Health Record coding and abstracting process.
- ◆ Liaise with CIHI, Ministry of Health, eHealth or software companies.
- ◆ Evaluates medical data to improve operations.

### **C. Education / Planning**

- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Designs, prepares and presents educational sessions regarding interpretation of CIHI data.
- ◆ Designs and prepares reference materials (e.g. work standards, policies and procedures).
- ◆ Assists with strategic planning and implementation of new initiatives.
- ◆ Assists in establishing and implementing policies and procedures, quality improvement.

### **D. Related Key Work Activities**

- ◆ Coding and abstracting.
- ◆ CIHI corrections.
- ◆ Reviews, creates policies and procedures.

*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: September 12, 2023*