



# *Provincial Job Description*

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**TITLE:** (122) Health Information Management Practitioner & Office Assistant  
**PAY BAND:** 13

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Establishes and maintains health records in accordance with departmental, regional and legislative requirements. Performs reception, admitting, scheduling, payroll, financial and general office duties.

***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 keyboarding skills
- ◆ 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: No previous experience.

## ***KEY ACTIVITIES:***

### **A. Health Record Duties**

- ◆ **Assembles and maintains health records charts.**
- ◆ **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 regional policies and national/provincial legislation, (e.g., Health Information Protection Act [HIPA], Mental Health Services Act [MHSA]).**
- ◆ **Transcribes and distributes medical reports.**
- ◆ **Maintains confidentiality and security of health information.**
- ◆ **Liases with outside agencies/departments (e.g., police, lawyers, doctor offices).**
- ◆ **Compiles statistical reports.**
- ◆ **Performs data analysis/report writing.**
- ◆ **Performs Quantitative Analysis/Quality Assurance duties, where required by the job.**
- ◆ **Purge and destruction of records as per provincial guidelines.**
- ◆ **Prepares invoices for release of information.**
- ◆ **Provides health record evidence/documentation for legal proceedings, as required.**
- ◆ **Performs chart retrieval, filing and file room maintenance duties.**

### **B. General Office Duties**

- ◆ **Performs clerical duties (e.g., faxes, photocopies, processes mail).**
- ◆ **Creates, edits and formats documents (e.g., letters, agendas, minutes).**
- ◆ **Performs office reception duties (e.g., directs public, answers/directs phone calls).**
- ◆ **Registers/discharges inpatients and outpatients.**
- ◆ **Completes admission/separation records (e.g., patients not covered for funding by the Saskatchewan Health Plan).**
- ◆ **Books appointments/rooms/CVA (e.g., for clients/patients/physicians, staff).**
- ◆ **Orders, receives and maintains office supplies.**
- ◆ **Maintains and troubleshoots office equipment.**
- ◆ **Completes requisition forms for tests (e.g., laboratory and radiology).**
- ◆ **Liases with other departments to coordinate referrals.**
- ◆ **Performs financial duties (e.g., petty cash, accounts receivable/payable, trust accounts).**
- ◆ **Prepares daily census and monthly statistics.**
- ◆ **Provides monthly and annual resident statistics.**
- ◆ **Schedules and replaces staff, as required.**

◆ **B. General Office Duties** (cont'd)

- ◆ **Processes work records and provide payroll duties.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**

C. **Related Key Work Activities**

- ◆ **Assists with bed allocation/utilization, where required by the job.**
- ◆ **Maintains medical library, 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:**

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**SGEU:**

**SAHO:**

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**Date: May 14, 2015**