



Provincial Job Description

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

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible to ensure the accurate, dependable and secure collection, maintenance and dissemination of patient information. Performs reception, registration, 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 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 and provincial legislation, (e.g., Health Information Protection Act (HIPA)).**
- ◆ **Transcribes and distributes medical reports.**
- ◆ **Maintains confidentiality and security of health information.**
- ◆ **Liaises with outside agencies/departments (e.g., police, legal and physician offices).**
- ◆ **Prepares and delivers statistical reports.**
- ◆ **Performs data analysis/report writing.**
- ◆ **Performs Quantitative Analysis/Quality Assurance duties.**
- ◆ **Purge and destruction of records as per provincial guidelines.**
- ◆ **Prepares invoices for release of information.**
- ◆ **Provides health record evidence/documentation for legal proceedings.**
- ◆ **Performs chart retrieval, filing and file room maintenance duties.**
- ◆ **Prepare charts with appropriate redactions.**
- ◆ **Coordinates and monitors in person patient record reviews.**
- ◆ **Performs data quality management.**

B. General Office Duties

- ◆ **Performs clerical duties (e.g., faxes, scans, 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, monitors switchboard).**
- ◆ **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).**
- ◆ **Liaises with other departments to coordinate referrals.**
- ◆ **Performs financial duties (e.g., petty cash, accounts receivable/payable, trust accounts).**
- ◆ **Prepares daily census and monthly statistics.**

B. General Office Duties (cont'd)

- ◆ Provides monthly and annual resident statistics.
- ◆ Processes work records and performs scheduling / payroll duties.
- ◆ Provides occasional guidance to the primary function of others, including training.

C. Related Key Work Activities

- ◆ Assists with bed allocation/utilization.
- ◆ Maintains medical library.
- ◆ Porters clients/patients/residents.

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