


# Job Evaluation Rating Document

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Health Information Management Practitioner &amp; Office Assistant</u></p> <p><b>Date</b> <u>October 2000; 2004</u></p> <p><b>Revised Date</b> <u>September 2006, May 14, 2015</u></p> <p><b>Revised Date</b> <u>September 12, 2023</u></p>	<p><b>Code</b></p> <hr/> <p>122</p>
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<p><b>Decision Making</b></p> <p>Responsible for the operation of health records, admitting, reception, switchboard and business office functions. Makes decisions regarding release of information within accepted practice.</p>	<p><b>Degree</b></p> <hr/> <p>3.0</p>
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<p><b>Education</b></p> <p>Grade 12. Health Information Management diploma (Saskatchewan Polytechnic 1815 hours). Certified with Canadian College of Health Information Management (CCHIM).</p>	<p><b>Degree</b></p> <hr/> <p>4.5</p>
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<p><b>Experience</b></p> <p>No previous experience. Twelve (12) months on the job to consolidate office administrative skills and develop health information management skills in association with the information systems/software and to become familiar with department policies and procedures.</p>	<p><b>Degree</b></p> <hr/> <p>4.0</p>
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<p><b>Independent Judgement</b></p> <p>Uses generally accepted practices when overseeing health records, business office, admitting, and reception responsibilities. Exercises judgement when releasing information in accordance with the Health Information Protection Act.</p>	<p><b>Degree</b></p> <hr/> <p>3.5</p>
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<p><b>Working Relationships</b></p> <p>Uses tact and discretion when securing the cooperation of physicians for chart completion. Contacts with physicians, lawyers, coroners and insurance companies may be specialized or emotionally charged.</p>	<p><b>Degree</b></p> <hr/> <p>4.0</p>
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<b>Impact of Action</b> Inaccurate coding can affect the accuracy of statistical reports. Misjudgment in responding to requests for release of information may result in identifiable deterioration in relations.	<b>Degree</b>  <u>2.5</u>
<b>Leadership and/or Supervision</b> Provides occasional guidance to the primary function of others, including training.	<b>Degree</b>  <u>2.0</u>
<b>Physical Demands</b> Regular physical effort sorting/assembling charts with frequent periods of computer operation requiring regular accurate coordination of fine movements.	<b>Degree</b>  <u>2.5</u>
<b>Sensory Demands</b> Regular visual and listening effort such as filing, sorting, coding/abstracting and reading with frequent periods of computer operation requiring visual, mental and interpretive attentiveness.	<b>Degree</b>  <u>2.5</u>
<b>Environment</b> Occasional exposure to major disagreeable conditions such as blood and body fluids.	<b>Degree</b>  <u>3.0</u>