



Provincial Job Description

TITLE:
**(126) Health Information Management
Coordinator**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides coordination of Health Information services. Establishes and maintains health records in accordance 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: Twenty-four (24) months previous experience as a Health Information Management Practitioner (relevant legislation) in association with the information systems/software and to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Administration / Coordination

- ◆ **Coordinates department workflow and schedules staff.**
- ◆ **Provides input into hiring and assists with performance appraisals and performance reviews.**
- ◆ **Provides input into department budget.**
- ◆ **Provides guidance and instruction to new staff, physicians and practicum students.**
- ◆ **Conducts Quality Assurance and Quality Control procedures/audits (e.g., medical charts, transcribed materials).**
- ◆ **Develop, revise and review health information policies and procedures.**
- ◆ **Communicates changes in department policies and procedures to physicians/clinicians.**
- ◆ **Prepares/provides/interprets statistical reports.**
- ◆ **Approves clinical forms to ensure standardization.**
- ◆ **Provides technical support for the Health Information Management System (e.g., Mental Health Information System).**
- ◆ **Monitors transcription turnaround times.**

B. Health Records

- ◆ **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.**
- ◆ **Liases with other departments and outside agencies (e.g., police, lawyers, doctor offices).**
- ◆ **Performs data analysis and compiles statistical reports.**
- ◆ **Assembles and maintains health records charts.**
- ◆ **Performs Quantitative Analysis (e.g., identify and record deficiencies, verify and ensure accuracy of documentation).**
- ◆ **Maintains up-to-date files for incomplete records and deficiencies.**
- ◆ **Assigns charts to appropriate physicians and/or staff for completion.**
- ◆ **Performs incomplete chart count to monitor completion by physicians and issues extensions/suspensions when necessary.**
- ◆ **Transcribes and distributes dictated medical reports.**
- ◆ **Completes admission/separation records (e.g., patients not covered for funding by the Saskatchewan Health Plan).**

◆ **B. Health Records** (cont'd)

- ◆ **Purge and destruction of records as per provincial guidelines.**
- ◆ **Provides health record evidence/documentation for legal proceedings, as required.**
- ◆ **Performs chart retrieval, filing and file room maintenance duties.**

C. Related Key Work Activities

- ◆ **Performs office reception duties.**
- ◆ **Performs clerical duties (e.g., fax, photocopy, process mail).**
- ◆ **Maintains office supplies.**
- ◆ **Prepares invoices (e.g., release of information, patient billing).**
- ◆ **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:

SGEU:

SAHO:

Date: May 14, 2015