



# *Provincial Job Description*

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**TITLE:** (314) Health Information Management  
Data Quality Coordinator

**PAY BAND:** 16

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Coordinates the Health Information Data Quality Program to ensure accurate and consistent collection of health information. Supervises Health Information Management Practitioner staff and maintains and supports the Health Records Management System.

***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
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Valid driver's license

***EXPERIENCE:***

- ◆ **Previous:** Twenty-four (24) months previous experience as a Health Information Management Practitioner (relevant legislation) coding and abstracting inpatient records to consolidate knowledge and skills.

◆ **KEY ACTIVITIES:**

**A. Data Quality**

- ◆ **Coordinates a Data Quality Program that ensures the accurate and consistent coding and abstracting of health information by Health Information Management Practitioners (HIMP) for use in research, education, utilization, funding and rationalization of services. This data is incorporated into Regional, Provincial and National databases.**
- ◆ **Ensures that health information is being collected in accordance with Canadian Institute for Health Information (CIHI) and Provincial Ministry of Health (MOH) standards and guidelines.**
- ◆ **Ensures timely submission of data to CIHI and the MOH.**
- ◆ **Establishes new/revised guidelines and standards and leads implementation across the Region.**
- ◆ **Leads Data Quality Meetings, which includes all HIMP coding staff and Health Information Management Analysts (HIMA) to discuss all issues related to the collection of Health Information.**
- ◆ **Leads the implementation of changes and additions to guidelines as mandated by CIHI and the MOH.**
- ◆ **Addresses all coding and abstracting related issues as brought forth by HIMP and HIMA staff.**
- ◆ **Performs Quality Assurance Reviews to monitor adherence to all Regional, Provincial and National standards and guidelines.**
- ◆ **Develops and maintains Coding and Abstracting Procedure Manuals for the Region, including writing and revising procedures.**
- ◆ **Arranges in-services for HIMP and HIMA employees by physicians, vendors, CIHI and other Health Care Personnel.**
- ◆ **Monitors HIMP performance and follows up with staff as needed.**

**B. Database Management / Business Unit Analyst**

- ◆ **Provides support and maintenance of the Health Record Management System (HRMS).**
- ◆ **Controls security rights for all users of the HRMS, determining the level of access required to perform their duties.**
- ◆ **Coordinates doctor number assignment, which includes attending Physicians, Residents and Jursies.**
- ◆ **Troubleshoots problems with the HRMS contacting Information Technology (IT) Department and HRMS vendor as required.**
- ◆ **Leads and coordinates with IT and vendors the installation of all system upgrades and fixes to the HRMS and other software programs utilized within Health Records.**
- ◆ **Certifies all upgrades and fixes to the HRMS by extensive testing before they can be applied to the live environment.**
- ◆ **Makes corrections to the database as required.**
- ◆ **Leads implementation of changes to HRMS including vendor choice, impact analysis, implementation plans and staff training.**

◆ **Database Management / Business Unit Analyst (cont'd)**

- ◆ **Develops/writes programs in the HRMS for generation of reports for Quality Assurance audits and Data Quality purposes.**
- ◆ **Maintains data tables in the HRMS.**
- ◆ **Builds edits into the coding and abstracting module of the HRMS to minimize the possibility of errors to ensure accurate and consistent coding and abstracting in the Region.**

**C. Administration / Coordination**

- ◆ **Provides direction to HIMP coding staff in relation to coding and abstracting data in compliance with Regional, CIHI and MOH guidelines and standards.**
- ◆ **Coordinates workflow to ensure submission deadlines are met (e.g., addressing backlog) by identifying a need for overtime or shifting of work among facilities.**
- ◆ **Leads changes being implemented within the coding and abstracting area of the Health Information Departments (e.g., implementation of new procedures, standards or computer programs).**
- ◆ **Provides input into hiring and assists with performance appraisals and performance reviews.**
- ◆ **Provides functional guidance and instruction to employees, administrators, medical staff and practicum students.**
- ◆ **Participates in the development, coordination and implementation of major initiatives and procedural changes.**
- ◆ **Participates in the evaluation and selection of new technology and equipment, leads the implementation phase and is responsible for ongoing maintenance.**
- ◆ **Conducts and/or facilitates process reviews to assess and evaluate established programs and procedures.**
- ◆ **Prepares regular reports for the Manager outlining current work status and volume statistics.**

**D. Ministry of Health, CIHI**

- ◆ **Acts as a resource person/consultant for the MOH, CIHI and colleagues from other Health Regions.**
- ◆ **Reviews and provides input into the National Coding Standards and Classifications before annual publication by CIHI and MOH.**
- ◆ **Receives various reports from MOH indicating errors, discrepancies and data requiring verification; follows up and makes corrections as necessary.**

**E. Coding and Abstracting**

- ◆ **Maintains coding and abstracting skills by coding on a weekly basis.**
- ◆ **Codes diagnostic and procedural information for Reciprocal Billing.**

*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***