Job Evaluation Rating Document

CUPE, SEIU, SGEU, SAHO		Code
Job Title	Health Information Management Data Quality Coordinator	
Date	2004	
Revised Date	February 08, 2012, May 14, 2015	314
Revised Date	September 12, 2023	

Decision Making

Responsible to ensure coding and abstracting is consistently applied. Achieves the assigned objectives of accurate and consistent collection of health records data through planning, implementing and providing technical support. Work involves developing plans to achieve short-term goals associated with coordinating in-service training and software implementation/upgrades and adapting current practice and/or developing appropriate guidelines for situations when no coding guidelines exist.

Degree 4.0

Education

Grade 12. Health Information Management diploma (Saskatchewan Polytechnic 1815 hours). Certified with Canadian College of Health Information Management (CCHIM).

Degree 4.5

Experience

Twenty-four (24) months previous experience as a Health Information Management Practitioner coding and abstracting inpatient records to consolidate knowledge and skills. Twelve (12) months on the job to consolidate analytical, organizational, problem-solving, coordination and communication skills and learn intricacies of the system and become familiar with department policies and procedures.

Degree 6.0

Independent Judgement

Uses judgement when providing direction to staff in the coding and abstracting of clinical data. In coding issues for which no guidelines apply, utilizes a choice of methods or procedures, analysis and troubleshooting to ensure the information entered meets department requirements. Judgement is required when interpreting guidelines and standards to determine best practices for coding and abstracting data.

Degree 4.0

Working Relationships

Has regular contact with vendors and other departments when implementing new/upgraded software. Requires tact and discretion to provide technical explanation and instruction regarding coding/abstracting. Uses persuasion and/or motivation to secure cooperation of vendors to coordinate installation of system upgrades and fixes.

Degree 4.0

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Impact of Action	**Degree**
Inaccurate coding can affect the accuracy of statistical reports. Inadequate planning for coding instruction may result in coding/abstracting errors which may substantially delay the work of others.	2.5

Leadership and/or Supervision	**Degree**
Provides limited direction to Health Information Management Practitioner staff. Coordinates work flow and monitors performance and results to ensure deadlines are met. Provides input into hiring and performance appraisals. Provides functional/specialty standard practice instruction (coding and abstracting) to employees, administrators, medical staff and practicum students.	3.5

Physical Demands	**Degree**
Regular physical effort retrieving and reviewing data with frequent periods of computer operation requiring regular accurate coordination of fine motor movements.	2.5

Sensory Demands	**Degree**
Frequent visual/listening effort such as report writing, conducting training, computer operation, coding/abstracting and reading with competing multiple sensory demands, with little opportunity for relief.	3.0

Environment	**Degree**
Occasional exposure to minor disagreeable conditions such as interruptions and multiple deadlines.	2.0