



Provincial Job Description

TITLE:
**(413) Health Information & Patient
Registration Working Supervisor**

PAY BAND:
15

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides coordination/supervision of Health Information and Patient Registration Services. Responsible to ensure the accurate, dependable and secure collection, maintenance and dissemination of patient information and for the client/patient/resident reception, admission, discharge and registration process.

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 to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Supervises department workflow of Health Information and Registration.
- ◆ Schedules staff and deals with payroll issues.
- ◆ Approves vacation/leave of absence/overtime in consultation with Out-of-Scope Manager within Collective Bargaining Agreement guidelines.
- ◆ Assists with interview and selection processes and provides input into performance appraisals and performance reviews.
- ◆ Provides guidance and instruction to new staff, physicians and practicum students.
- ◆ Provides technical support and training for the computerized Health Information Management System and Patient Registration systems.
- ◆ Liaises with other departments, health professionals and outside agencies (e.g., police, lawyers, doctor offices, nursing, physicians, Saskatchewan Health).
- ◆ Conducts Quality Assurance and Quality Control procedures/audits (e.g., medical charts, operational procedures, processes).
- ◆ Assists with the development of vision/goals, business processes and objectives and updates policy and procedure manuals.
- ◆ Conducts and/or facilitates process reviews to assess or evaluate established programs or procedures.
- ◆ Evaluates new technology/equipment.
- ◆ Prepares/interprets/submits statistical reports.
- ◆ Approves clinical forms to ensure standardization.

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 practices.
- ◆ Data quality checks are performed 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.
- ◆ Codes diagnostic and procedural information for reciprocal billing services.
- ◆ Responds to written and verbal requests for release of information in accordance with policies and national/provincial legislation, (e.g., Health Information Protection Act (HIPA)).
- ◆ Maintains confidentiality and security of health information.
- ◆ Performs data analysis and compiles statistical reports.
- ◆ Assembles and maintains health records charts.
- ◆ Performs Quantitative Analysis (e.g., identify and record deficiencies and verify accuracy of documentation).
- ◆ Maintains up-to-date files for incomplete records and deficiencies.
- ◆ Assigns charts to appropriate physicians and/or staff for completion.

B. Health Records (cont'd)

- ◆ **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).**
- ◆ **Purges and destroys records as per provincial guidelines.**
- ◆ **Provides health record evidence/documentation for legal proceedings.**
- ◆ **Performs chart retrieval, filing and file room maintenance duties.**
- ◆ **Directs and coordinates retention and destruction of confidential health information according to established policy.**

C. Registration / Reception

- ◆ **Operates switchboard, directs calls and provides information.**
- ◆ **Greets clients/patients/residents/public to department/facility.**
- ◆ **Processes admissions/discharges/transfers (e.g., in-patients, out-patients, deceased, dead-on-arrival).**
- ◆ **Assists and escorts patient to units, when necessary.**
- ◆ **Notifies funeral homes and escorts funeral home attendants to morgue.**
- ◆ **Tracks clients/patients/residents belongings.**
- ◆ **Processes information for Saskatchewan Health (e.g., births).**

D. Bed Management

- ◆ **Maintains accurate current census, bed list.**
- ◆ **Balances daily census and provides daily statistical bed utilization information to appropriate departments.**
- ◆ **Contacts other hospitals to check for bed availability in order to transfer clients/patients/residents.**
- ◆ **Makes arrangements to transfer patients between wards or facilities.**
- ◆ **Strategizes admissions and internal transfers to minimize disruption for clients/patients/residents and staff.**
- ◆ **Acts as liaison between physicians, nurse managers and departments regarding bed availability and placement.**

E. General Office Duties

- ◆ **Schedules appointments for clients/patients/residents/physicians/staff (e.g., pre-assessment clinics, stress tests).**
- ◆ **Sorts, files and retrieves booking and cancellation cards.**
- ◆ **Prepares paperwork and pre-registration for clients'/patients'/residents' upcoming appointments.**

E. General Office Duties (cont'd)

- ◆ **Processes mail.**
- ◆ **Collects, receipts and provides safekeeping of valuables for clients/patients/residents.**
- ◆ **Performs clerical duties (e.g., answers phone, scans, files, and photocopies).**
- ◆ **Maintains office inventory and equipment including maintenance.**
- ◆ **Performs data entry and prints reports.**
- ◆ **Compiles month end reports.**
- ◆ **Prepares charts for in-patients.**
- ◆ **Types call schedule for physicians.**
- ◆ **May set up receivables (e.g., Workers' Compensation).**

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