



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 for the establishment and maintenance of health records in accordance with departmental, regional and legislative requirements 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 (relevant legislation) 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 and 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 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/provides/interprets 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/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.
- ◆ Codes diagnostic and procedural information for reciprocal billing services.
- ◆ 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.
- ◆ 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.

◆ **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).
- ◆ 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.
- ◆ 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/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, where required.
- ◆ Tracks 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 patients/clients.
- ◆ Makes arrangements to transfer patients between wards or facilities.
- ◆ Strategizes admissions and internal transfers to minimize disruption for 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/physicians/staff (e.g., pre-assessment clinics, stress tests).
- ◆ Sorts, files and retrieves booking and cancellation cards.
- ◆ Prepares paperwork and pre-registration for clients' upcoming appointments.
- ◆ Processes mail.
- ◆ Collects, receipts and provides safekeeping of valuables for patients/clients.
- ◆ Performs clerical duties (e.g., answers phone, files, and photocopies).
- ◆ Maintains office inventory and equipment.
- ◆ Performs data entry and prints reports.

- ◆ **E. General Office Duties (cont'd)**
- ◆ **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: May 14, 2015