


# Job Evaluation Rating Document

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Health Information &amp; Patient Registration Working Supervisor</u></p> <p><b>Date</b> <u>June, 2009</u></p> <p><b>Revised Date</b> <u>May 14, 2015</u></p> <p><b>Revised Date</b> <u>September 12, 2023</u></p>	<p><b>Code</b></p> <hr/> <p>413</p>
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<p><b>Decision Making</b></p> <p>Follows and interprets accepted practices, existing rules and regulations regarding registration services and to ensure chart assembly and completion, release of information, transcription and coding/abstracting of health information. Achieves assigned objectives through planning, implementing and providing technical support. Work involves developing plans to achieve short term goals associated with coordinating work flow.</p>	<p><b>Degree</b></p> <hr/> <p>3.5</p>
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<p><b>Education</b></p> <p>Grade 12. Health Information Management diploma (Saskatchewan Polytechnic 1815 hrs). Certified with Canadian College of Health Information Management (CCHIM).</p>	<p><b>Degree</b></p> <hr/> <p>4.5</p>
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<p><b>Experience</b></p> <p>Twenty-four (24) months previous experience as a Health Information Management Practitioner to consolidate knowledge and skills. Twelve (12) months on the job to develop coordination/supervision, administrative skills, understanding of the health system and system processes and to become familiar with department policies and procedures.</p>	<p><b>Degree</b></p> <hr/> <p>6.0</p>
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<p><b>Independent Judgement</b></p> <p>Uses judgement when coding and abstracting clinical data. Uses limited analysis to resolve coding discrepancies. Judgement is required when correlating the various data elements from within the health record and selecting the appropriate codes. Exercises judgement in the analysis and/or troubleshooting of problems relative to client/patient/resident transfer.</p>	<p><b>Degree</b></p> <hr/> <p>3.5</p>
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<p><b>Working Relationships</b></p> <p>Provides technical explanation and/or instruction to other departments regarding health records and client/patient/resident registration issues. Contacts with physicians, lawyers, coroners, insurance companies, clients/patients/residents and families may be specialized or emotionally charged.</p>	<p><b>Degree</b></p> <hr/> <p>4.0</p>
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<p><b>Impact of Action</b></p> <p>Misplaced files or inaccurate data collection and entry of client/patient/resident information impacts the work flow of others. Inaccurate coding may affect the accuracy of statistical reports. Misjudgement in responding to requests for release of information may result in identifiable deterioration in relations.</p>	<p><b>Degree</b></p> <p><u>2.5</u></p>
<p><b>Leadership and/or Supervision</b></p> <p>Provides regular direction to Health Information and Patient Registration staff. Provides input into budgets and staffing. Responsible to ensure staff maintain compliance with release of information guidelines.</p>	<p><b>Degree</b></p> <p><u>4.0</u></p>
<p><b>Physical Demands</b></p> <p>Regular physical effort sorting/assembling charts with periods of frequent computer operation requiring regular accurate coordination of fine movements.</p>	<p><b>Degree</b></p> <p><u>2.5</u></p>
<p><b>Sensory Demands</b></p> <p>Regular visual and listening effort such as computer operation, transcribing, filing, sorting, coding/abstracting and reading with periods of competing multiple sensory demands.</p>	<p><b>Degree</b></p> <p><u>2.5</u></p>
<p><b>Environment</b></p> <p>Occasional exposure to minor disagreeable conditions such as interruptions, multiple deadlines and exposure to rudeness.</p>	<p><b>Degree</b></p> <p><u>2.0</u></p>