



Provincial Job Description

TITLE: (419) Health Information & Administrative Services Supervisor
PAY BAND: 16

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises Health Information and Administrative Services within a department/facility. Responsible for the establishment and maintenance of health records in accordance with departmental, regional and legislative requirements.

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:** Thirty-six (36) months previous experience as a Health Information Management Practitioner (relevant legislation) to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Supervises department workflow and schedules staff.
- ◆ Provides input into hiring and assists with performance appraisals and performance reviews.
- ◆ Provides input into department budget.
- ◆ Provides guidance and instruction to new staff, physicians and practicum students.
- ◆ Conducts Quality Assurance and Quality Control procedures/audits (e.g., medical charts, transcribed materials).
- ◆ Updates and implements policy and procedure manuals.
- ◆ Develops/prepares/provides/interprets statistical reports.
- ◆ Creates and approves clinical forms to ensure standardization.
- ◆ Provides technical support (e.g., Health Information Management System, Mental Health Information System [MHIS], Alcohol, Drug & Gambling System [ADG]).
- ◆ Provides administrative support as required.

B. Health Records Coordination

- ◆ 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.
- ◆ 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.
- ◆ Liaises with other departments and outside agencies (e.g., police, lawyers, doctor offices).
- ◆ Performs data analysis and compiles/maintains statistical reports (e.g., in-patient admission/discharge, clinical contact, MHSA certificates).
- ◆ Performs Quantitative Analysis (e.g., identify and record deficiencies, verify and ensure accuracy of documentation).
- ◆ Performs incomplete chart count to monitor completion by physicians/clinical staff.
- ◆ Provides health record evidence/documentation for legal proceedings, as required.
- ◆ Ensures transcription and distribution of dictated medical reports.
- ◆ Ensures the completion of purging and destruction of records as per provincial guidelines.
- ◆ Ensures chart retrieval, filing and file room maintenance duties.

C. Financial / Payroll

- ◆ Performs accounts receivable/accounts payable, billing/receipting/deposits.
- ◆ Maintains a petty cash account.
- ◆ Monitors expenditures (e.g., contracts, invoices, grants)
- ◆ Completes and submits payroll time sheets.
- ◆ Deals with staff payroll inquiries.
- ◆ Maintains departmental personnel and attendance files (e.g., sick and vacation balances).

D. Related Key Work Activities

- ◆ Maintains facility supplies.
- ◆ Ensures maintenance of equipment and office environment.

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