


# Job Evaluation Rating Document

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Health Information &amp; Administrative Services Supervisor</u></p> <p><b>Date</b> <u>January, 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 style="text-align: center;">419</p>
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<p><b>Decision Making</b></p> <p>Ensures chart assembly/completion, release of information, transcription and coding/abstracting is completed within accepted practices and rules and regulations. Achieves assigned objectives through planning, implementing, staffing and providing technical support to Health Information and Administrative Services. Work involves developing plans to achieve short-term goals associated with coordinating work flow.</p>	<p><b>Degree</b></p> <hr/> <p style="text-align: center;">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 style="text-align: center;">4.5</p>
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<p><b>Experience</b></p> <p>Thirty-six (36) months previous experience as a Health Information Management Practitioner to consolidate knowledge and skills. Twelve (12) months on the job to develop supervisory, leadership and administrative skills and to become familiar with department policies and procedures.</p>	<p><b>Degree</b></p> <hr/> <p style="text-align: center;">7.0</p>
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<p><b>Independent Judgement</b></p> <p>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.</p>	<p><b>Degree</b></p> <hr/> <p style="text-align: center;">4.0</p>
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<p><b>Working Relationships</b></p> <p>Provides technical explanation and/or instruction to other departments regarding health information and administration issues. Contacts with physicians, lawyers, coroners and insurance companies may be difficult or specialized.</p>	<p><b>Degree</b></p> <hr/> <p style="text-align: center;">4.0</p>
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Health Information & Administrative Services Supervisor

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<p><b>Impact of Action</b></p> <p>Misjudgement in establishing adequate procedures for the release of information may result in identifiable deterioration in relations. Misjudgements in conducting process reviews and Quality Assurance/Quality Control audits may result in inadequate planning for key Health Information and Administrative Services assignments.</p>	<p><b>Degree</b></p> <p><u>3.0</u></p>
<p><b>Leadership and/or Supervision</b></p> <p>Provides regular direction to Health Information and Administrative Services staff. Provides input into budgets and staffing. Responsible to ensure staff maintain compliance in release of information.</p>	<p><b>Degree</b></p> <p><u>4.0</u></p>
<p><b>Physical Demands</b></p> <p>Regular physical effort performing computer operations requiring regular accurate coordination of fine movements.</p>	<p><b>Degree</b></p> <p><u>2.0</u></p>
<p><b>Sensory Demands</b></p> <p>Regular sensory effort reading, communicating and performing computer operation 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 and multiple deadlines.</p>	<p><b>Degree</b></p> <p><u>2.0</u></p>