


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Health Information Support Analyst</u></p> <p>Date <u>January 19, 2021</u></p> <p>Revised Date <u>September 12, 2023</u></p> <p>Revised Date _____</p>	<p>Code</p> <hr/> <p style="text-align: center;">529</p> <hr/>
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<p>Decision Making</p> <p>Follows and interprets accepted practice existing rules and regulations to ensure proper form improvements/modifications. Work is undertaken to ensure Forms On Demand (FOD) meet the requirements of the organization.</p>	<p>Degree</p> <hr/> <p style="text-align: center;">3.5</p> <hr/>
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<p>Education</p> <p>Grade 12. Health Information Management diploma (Saskatchewan Polytechnic 1815 hours). Certified with Canadian College of Health Information Management (CCHIM).</p>	<p>Degree</p> <hr/> <p style="text-align: center;">4.5</p> <hr/>
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<p>Experience</p> <p>Twelve (12) months previous experience working within Health Information Management including experience working with Forms On Demand and scanning applications. Twelve (12) months on the job to develop understanding of business units, software applications, form requirements, printer layouts and department policies and procedures.</p>	<p>Degree</p> <hr/> <p style="text-align: center;">5.0</p> <hr/>
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<p>Independent Judgement</p> <p>Maintains and supports Forms On Demand (FOD) and Clinical Health Record forms in accordance with generally accepted practices. Has choice of methods/procedures when rectifying problems and guiding staff in alternate procedures when encountering application issues.</p>	<p>Degree</p> <hr/> <p style="text-align: center;">4.0</p> <hr/>
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<p>Working Relationships</p> <p>Provides technical explanation and/or instruction in the Forms On Demand (FOD) process. Secures cooperation of physicians when developing/maintaining forms.</p>	<p>Degree</p> <hr/> <p style="text-align: center;">4.0</p> <hr/>
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Job Title

Health Information Support Analyst

Code

529

<p>Impact of Action</p> <p>Improper saving/storage/testing of information may result in lost versions of revised documents and cause minor delays in operations.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Leadership and/or Supervision</p> <p>Provides occasional guidance to the primary function of others. Provides functional guidance and/or specialty advice to staff.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Physical Demands</p> <p>Regular physical effort sitting with frequent periods of computer operation while communicating on the phone.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Sensory Demands</p> <p>Regular sensory effort such as computer operation and listening attentively to users with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Environment</p> <p>Occasional exposure to minor conditions such as interruptions and multiple deadlines.</p>	<p>Degree</p> <p><u>2.0</u></p>