



Provincial Job Description

TITLE:
**(042) Health Information Management
Practitioner**

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Responsible to ensure the accurate, dependable and secure collection, maintenance and dissemination of patient information.

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
- ◆ Analytical skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous:** No previous experience.

KEY ACTIVITIES:

A. Coding / Abstracting

- ◆ Ensures that coding and abstracting of clinical data is completed according to guidelines (e.g., Canadian Institute of Health Information (CIHI)) and department/facility practices.
- ◆ Performs data quality checks to ensure national and provincial coding standards are met.
- ◆ Performs various Quality Assurance audits to ensure data integrity, quality of documentation and clinical efficiency (cost effectiveness of services rendered) have been achieved.

B. Release Of Health Information

- ◆ Responds to written and verbal requests for release of information in accordance with policies and national/provincial legislation (e.g., Health Information Protection Act (HIPA)).
- ◆ Maintains confidentiality and security of health information.
- ◆ Liaises with outside agencies/departments (e.g., police, legal and physician offices).
- ◆ Prepares invoices for release of information.
- ◆ Provides health record evidence/documentation for legal proceedings.
- ◆ Prepare charts with appropriate redactions.
- ◆ Coordinates and monitors in person patient record reviews.

C. Assembly / Quantitative Analysis

- ◆ Assembles and maintains health records charts.
- ◆ Performs Quantitative Analysis (e.g., identifies and records deficiencies, verifies and ensures accuracy of documentation).
- ◆ Maintains up-to-date files for incomplete records and deficiencies.
- ◆ Assigns charts to appropriate physicians and/or staff for completion.
- ◆ Performs incomplete chart count to monitor completion by physicians and issues extensions and suspensions when necessary.
- ◆ Performs data quality management.

D. Related Key Work Activities

- ◆ Performs clerical duties (e.g., faxes, scans, photocopies, processes mail).
- ◆ Performs office reception duties.
- ◆ 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.
- ◆ Performs chart retrieval, filing and file room maintenance duties.

D. Related Key Work Activities (Cont'd)

- ◆ **Maintains office supplies.**
- ◆ **Updates policy/procedure manual.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Maintains medical library.**
- ◆ **Transcribes and distributes medical reports.**
- ◆ **Prepares and delivers statistical reports.**
- ◆ **Performs data cleaning/analysis/report writing.**

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: September 12, 2023