


Job Evaluation Rating Document

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| <p>CUPE, SEIU, SGEU, SAHO</p>  | <p>Job Title <u>Health Information Management Practitioner</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004, 2015</u></p> <p>Revised Date <u>September 12, 2023</u></p> | <p>Code</p> <hr/> <p>042</p> |
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| <p>Decision Making</p> <p>Follows and interprets accepted practices, existing rules and regulations to ensure chart assembly and completion, release of information and coding/abstracting. Some choice of action when issuing extensions and suspensions based on physicians incomplete chart count and uses discretion when selecting appropriate diagnostic and procedural codes.</p> | <p>Degree</p> <hr/> <p>3.0</p> |
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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>4.5</p> |
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| <p>Experience</p> <p>No previous experience. Twelve (12) months on the job to develop health information management skills in association with the information systems/software and to become familiar with department policies and procedures.</p> | <p>Degree</p> <hr/> <p>4.0</p> |
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| <p>Independent Judgement</p> <p>Uses judgement when coding and abstracting clinical data. Uses limited analysis to resolve coding discrepancies. Uses judgement when correlating the various data elements from within the health record and selecting the appropriate codes.</p> | <p>Degree</p> <hr/> <p>3.5</p> |
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| <p>Working Relationships</p> <p>Uses tact and discretion when securing the cooperation of physicians for chart completion. Contacts with physicians, lawyers, coroners and insurance companies may be specialized or emotionally charged.</p> | <p>Degree</p> <hr/> <p>4.0</p> |
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Job Title

Health Information Management Practitioner

Code

042

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| Impact of Action Inaccurate coding can affect the accuracy of statistical reports. Misjudgement in responding to requests for release of information may result in identifiable deterioration in relations. | Degree <u>2.5</u> |
| Leadership and/or Supervision Provides occasional guidance to the primary function of others, including training. | Degree <u>2.0</u> |
| Physical Demands Regular physical effort sorting/assembling charts with frequent periods of computer operation requiring regular accurate coordination of fine movements. | Degree <u>2.5</u> |
| Sensory Demands Regular visual and listening effort such as filing, sorting, coding/abstracting and reading with frequent periods of computer operation requiring visual, mental and interpretive attentiveness. | Degree <u>2.5</u> |
| Environment Occasional minor conditions, such as noise, dust and congested workplace. | Degree <u>2.0</u> |