


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Health Information Management Analyst</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004, May 14, 2015</u></p> <p>Revised Date <u>September 12, 2023</u></p>	<p>Code</p> <hr/> <p>106</p>
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<p>Decision Making</p> <p>Health care data is retrieved, organized, analysed and presented to achieve assigned objectives. Work involves developing plans to improve and standardize services.</p>	<p>Degree</p> <hr/> <p>3.5</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>Twenty-four (24) months previous experience as a Health Information Management Practitioner in association with the information systems/software and to consolidate knowledge and skills. Twelve (12) months on the job to consolidate analytical, organizational and problem solving skills and department policies and procedures.</p>	<p>Degree</p> <hr/> <p>6.0</p>
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<p>Independent Judgement</p> <p>Designs, retrieves, presents and interprets statistical data from various sources within generally accepted practices. Work involves choice of methods or procedures and troubleshooting when determining the best way to source data and report results.</p>	<p>Degree</p> <hr/> <p>4.0</p>
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<p>Working Relationships</p> <p>Liaises with staff such as physicians and managers to provide technical explanation and/or advice in the compilation of statistical/analytical reports. Secures cooperation of others through persuasion and motivation (e.g., management, staff) to accept data recovery and reporting standards.</p>	<p>Degree</p> <hr/> <p>4.0</p>
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Impact of Action Inaccurate information used for evidence based decisions may result in misallocation of resources. Misjudgements in data selection and reporting may result in inadequate planning for service delivery changes.	Degree 2.5
Leadership and/or Supervision Provides occasional guidance to the primary function of others, including training. Provides functional guidance and/or specialty advice to employees, administrators and medical staff.	Degree 2.5
Physical Demands Regular physical effort researching/retrieving data with frequent computer operation using fine movements.	Degree 2.5
Sensory Demands Frequent sensory effort such as computer operation, researching, analyzing, compiling, producing and presenting complicated reports requiring visual, mental and interpretive attentiveness, with little opportunity for relief.	Degree 3.0
Environment Occasional exposure to minor disagreeable conditions such as multiple deadlines and interruptions.	Degree 2.0