


Job Evaluation Rating Document

CUPE, SEIU, SGEU, SAHO 	Job Title	Health Information Management Clerk	Code 110
	Date	October, 2000	
	Revised Date	2004, January 11, 2017	
	Revised Date	September 12, 2023	

Decision Making	Degree
Assists in the establishment and maintenance of health records by ensuring complete and retrievable files. Clearly prescribed practices/standards are followed for assembly, quantitative analysis, release of information and month end procedures.	2.0

Education	Degree
Grade 12. Office Administration certificate (Saskatchewan Polytechnic 750 hours).	3.0

Experience	Degree
No previous experience. Nine (9) months on the job to become familiar with the filing system, computer system and related programs/software and region/facility/department policies and procedures.	3.0

Independent Judgement	Degree
Performs release of information duties following department policies and legislative requirements. Has some choice of action when collecting or maintaining health information data.	2.5

Working Relationships	Degree
Has regular contact with staff and physicians requiring tact and discretion when discussing health record issues.	2.5

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Impact of Action Impacts have a limited affect on clients/patients/residents. Misfiled health records/reports may delay related services.	Degree 1.5
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	Degree 1.0
Physical Demands Regular physical effort while walking, standing, lifting, filing, sorting and performing computer operation.	Degree 2.0
Sensory Demands Regular sensory effort while filing, sorting, reading, computer operation and telephone.	Degree 2.0
Environment Regular exposure to minor disagreeable working conditions such as dust and poor lighting.	Degree 3.0