



# Provincial Job Description

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**TITLE:**  
**(126) Health Information Management  
Coordinator**

**PAY BAND:**  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Provides coordination of Health Information services. 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
- ◆ Leadership skills
- ◆ Analytical skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

***EXPERIENCE:***

- ◆ **Previous:** 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.

## ***KEY ACTIVITIES:***

### **A. Administration / Coordination**

- ◆ **Coordinates department workflow and schedules staff.**
- ◆ **Provides input into hiring and assists with performance appraisals and performance reviews.**
- ◆ **Provides input into department budget.**
- ◆ **Provides guidance and instruction to new staff, physicians and practicum students.**
- ◆ **Conducts Quality Assurance and Quality Control procedures/audits (e.g., medical charts, transcribed materials).**
- ◆ **Develop, revise and review health information policies and procedures.**
- ◆ **Communicates changes in department policies and procedures to physicians/clinicians.**
- ◆ **Prepares/interprets/submits statistical reports.**
- ◆ **Approves clinical forms to ensure standardization.**
- ◆ **Provides technical support for the Health Information Management System (e.g., Mental Health and Addictions Information System).**
- ◆ **Monitors files for activation and inactivation and transcription turnaround times.**

### **B. Health Records**

- ◆ **Ensures that coding and abstracting of clinical data is completed according to guidelines (e.g., Canadian Institute of Health Information (CIHI)) and department practices.**
- ◆ **Performs data quality checks to ensure national and provincial coding standards are met.**
- ◆ **Conducts various Quality Assurance audits to ensure data integrity, quality of documentation and clinical efficiency (cost effectiveness of services rendered) have been achieved.**
- ◆ **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 other departments and outside agencies (e.g., police, legal and physician offices).**
- ◆ **Performs data analysis and prepares and delivers statistical reports.**
- ◆ **Assembles and maintains health records charts.**
- ◆ **Performs Quantitative Analysis (e.g., identify and record deficiencies, verify and ensure 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/suspensions when necessary.**
- ◆ **Transcribes and distributes dictated medical reports.**
- ◆ **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.**

**B. Health Records (Cont'd)**

- ◆ Provides health record evidence/documentation for legal proceedings.
- ◆ Performs chart retrieval, filing and file room maintenance duties.
- ◆ Prepare charts with appropriate redactions.
- ◆ Coordinates and monitors in person patient record reviews.
- ◆ Performs data quality management.

**C. Related Key Work Activities**

- ◆ Performs office reception duties.
- ◆ Performs clerical duties (e.g., faxes, scans, photocopies, processes mail).
- ◆ Maintains office supplies.
- ◆ Prepares invoices (e.g., release of information, patient billing).
- ◆ Maintains medical library.

*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:*

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*SGEU:*

*SAHO:*

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*Date: September 12, 2023*