


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Health Information Management Coordinator</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>126</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. Achieves assigned objectives through planning, implementing and providing technical support. Work involves developing plans to achieve short term goals associated with coordinating work flow.</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 to consolidate knowledge and skills. Twelve (12) months on the job to develop coordination/administrative skills and become familiar with department policies and procedures.</p>	<p>Degree</p> <hr/> <p>6.0</p>
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<p>Independent Judgement</p> <p>Use judgement when coding and abstracting clinical data. Uses limited analysis to resolve coding discrepancies. Judgement is required 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>Secures 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 Coordinator

Code

126

Impact of Action Inaccurate coding may 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 limited direction when assigning, checking and maintaining the flow of work in Health Information Services. Schedules and replaces staff.	Degree <u>3.0</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 exposure to minor disagreeable conditions such as interruptions, multiple deadlines and exposure to rudeness.	Degree <u>2.0</u>