



POSITION DESCRIPTION

POSITION TITLE: Health Record Analyst **DEPARTMENT:** Health Information Services
CLASSIFICATION: Health Record Analyst **APPROVED BY:** Lead - Corporate Services
UNION: CUPE Facility Support **DATE APPROVED:** October 14, 2016

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Lead – Health Information Services

POSITIONS SUPERVISED: None

POSITION PURPOSE

Reporting to the Lead - Health Information Services, the Health Records Analyst is responsible for the promotion of data quality and integrity through education, audits and interpretation of statistical data. The Health Records Analyst provides orientation and mentoring to employees and students in the Health Record department. In addition, the incumbent is responsible for coding and abstracting of client care data and management of health information, generating reports, and maintenance of health records for the continuity of care, education, research and legal purposes.

The Health Records Analyst is responsible for continuing professional education (CPE) credits to meet national certification requirements.

The incumbent will exercise the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Performs regular data quality reviews to ensure validity and completeness of data collection.
- Promotes data quality initiatives and participates in re-abstraction activities as required.
- Assists with implementation of data quality indicators to meet established regional, provincial and national ICD10/CCI coding and abstracting standards.
- Liaison for provincial data quality initiatives and Southern Health-Santé Sud.
- Ensures communication of crucial coding directives using Folio Views (Shadow Files).

- Assists in the development and preparation of educational coding and abstracting sessions for HIM Professionals within Southern Health-Santé Sud.
- Assists with the delivery of educational sessions relevant to the role of the HIM professional.
- Assists in the implementation of learning plans and provides support for orientation and training of the HIM Professional, and students as required.
- Performs coding and abstracting to current ICD10 classifications in compliance with Canadian Coding Standards, the Canadian Joint Replacement Registry (CJRR) and Discharge Abstracting Database (DAD) for all inpatient discharges, prosthetic devices, and day/ night care records for submission to the Canadian Institute of Health Information (CIHI).
- Submits abstract, adjustment and edit failure information, and FIFs to meet deadlines as required.
- Responds to queries and provides support to HIM Professionals.
- Assists with the retrieval of data; compilation of statistical information; and identification of data integrity challenges.
- Participates in applicable internal and external teams including staff meetings, committees and working groups, which may include travel.
- May be required to assist with other core functions of the department to meet operational needs.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Completion of applicable Self Learning Packages in a timely manner.
2. Frequency of communications to coders regarding data quality.
3. Volume and quality of charts coded and completed.
4. Quality and accuracy of Crystal Report writing.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Graduate of a Canadian College of Health Information Management (CCHIM) recognized program for Health Information Management Professionals.
- Certified with the Canadian Health Information Management Association (CHIMA).
- Degree or Certificate in software application administration.

REQUIRED KNOWLEDGE:

- Comprehensive knowledge of and experience in Crystal Report writing.
- Knowledge of provincial legislation including but not limited to privacy.

- Comprehensive knowledge of current Canadian Coding Standards for the collection of International Classification of Diseases and Interventions.
- Comprehensive knowledge of the current Discharge Abstracting Database for the collection of specified data elements.
- Comprehensive knowledge and experience in computer applications and database administration.
- Proficiency in Microsoft Office Application, Outlook/Email.
- Other suitable combinations of education and experience may be considered.

EXPERIENCE REQUIRED:

- Minimum two (2) years recent experience as an analyst in a health information services environment with a focus on health information data and the promotion of data quality and integrity.
- Minimum two (2) years recent experience performing medical transcription services using a voice management system.
- Minimum two (2) years recent experience using an Admission/Discharge/Transfer (ADT) system.
- Recent relevant experience providing application administration and support as it applies to the health care environment and the continuum of care.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to create and deliver education sessions through various means.
- Demonstrated ability to provide a high level of attention to detail and accuracy.
- Demonstrated ability to work in a fast paced and changing environment.
- Demonstrated ability to navigate multiple computer programs simultaneously.
- Demonstrated written and oral communication skills.
- Demonstrated accurate spelling and grammar skills.
- Demonstrated organizational, decision making and problem solving skills.
- Demonstrated ability to display independent judgment.
- Demonstrated ability to respect and promote a culturally diverse population.
- Demonstrated ability to prioritize in a changing environment.
- Demonstrated ability to build and maintain professional working relationships.
- Demonstrated ability to work in a team as well as independently.
- Given the cultural diversity of our region, the ability to respect and promote a cultural diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.

WORK CONDITIONS:

- Prolonged sitting at a workstation.
 - Occasional lifting and reaching including use of a step stool/ladder.
 - No hazardous or significantly unpleasant conditions.
 - May work occasionally evenings and weekends as necessary.
 - Will be required to travel to other regional facilities as the position duties may require.
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SALARY SCALE:

As per CUPE Facility Support Collective Agreement Salary Scale.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.