



POSITION DESCRIPTION

POSITION TITLE: Health Information Management (HIM) Professional **DEPARTMENT:** Health Information Services

CLASSIFICATION: Health Technician

APPROVED BY: Regional Lead – Corporate Services

UNION: CUPE Facility Support

DATE APPROVED: October 18, 2016

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Lead – Health Information Services or Director, Health Services

POSITIONS SUPERVISED: None

POSITION PURPOSE

Reporting to the Lead - Health Information Services or Director, Health Services, the Health Information Management (HIM) Professional is responsible for coding and abstracting of client care data, authorizing release of personal health information in compliance with privacy legislation, and management of health information such as transcription services, generating reports, and maintenance of health records for the continuity of care, education, research and legal purposes. The incumbent provides orientation and mentoring of employees and students in the Health Record department. While maintaining confidentiality in all matters relating to clients, staff and the organization, the incumbent works co-operatively in a matrix structure to support the functions of Health Information Services.

The HIM Professional 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 coding and abstracting to current ICD10/CCI classifications in compliance with Canadian Coding Standards, the Canadian Joint Replacement Registry (CJRR) and Discharge

Abstract Database (DAD) for all inpatient discharges, prosthetic devices, and day/night care records for submission to the Canadian Institute for Health Information (CIHI).

- Responsible for submission, verification and correction of coded data in compliance with national and provincial submission and edit requirements.
- Provides support for coding and abstracting functions regionally when required.
- Follows regional policy and provincial legislation when responding to requests for personal health information and collects appropriate fees for access and disclosure.
- Responsible for the coordination and preparation of special audits and studies as required including regional data quality initiatives.
- Assists in the development of forms for inclusion in the health record.
- Authorized Access Requester for systems utilized by the Health Information Services.
- Coordinates destruction and/or retention of archived health records according to regional policy and privacy legislation.
- Coordinates the Adverse Patient Occurrence (APO) review process.
- Responsible for the collection and preparation of any required statistical reporting.
- Assists in the review of applicable policies and procedures.
- Supports data integrity processes and auditing as required.
- Participates in applicable internal and external teams including staff meetings, committees and working groups.
- Assists with staff orientation, student practicums, and participates in training workshops.
- Troubleshoots and/or reports equipment and system malfunctions.
- Monitors inventory of supplies for operational needs.
- Contributes to the orderly maintenance of the file room and ensures the integrity of the health record.
- 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. Compliance with Canadian Coding Standards as reflected in CIHI, provincial and regional data quality auditing.
 3. Volume of charts coded and completed.
 4. Turnaround time of transcribed reports.
 5. Quality and accuracy of transcribed reports.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Graduate of a Canadian College of Health Information Management (CCHIM) recognized program for Health Information Management (HIM) Professionals.
- Certified with the Canadian Health Information Management Association (CHIMA).

REQUIRED KNOWLEDGE:

- Demonstrated knowledge of provincial legislation including but not limited to privacy.
- Demonstrated knowledge of current Canadian Coding Standards for the collection of International Classification of Diseases and Interventions.
- Demonstrated knowledge of the current Discharge Abstracting Database for the collection of specified data elements.
- Proficiency in Microsoft Office Applications and Email/Outlook.

EXPERIENCE REQUIRED:

- Minimum of one (1) year experience in a Health Records department including coding and abstracting.
- Other suitable combinations of education and experience may be considered.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- 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 occasional evenings and weekends as necessary.
- May be required to travel to other regional facilities as determined by the position duties.

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.