UNION JOB DESCRIPTION

JD4308

JOB TITLE:	Health Information Mgmt Professional	**JOB DESCRIPTION NO.:**	P.NI.31100.003
CLASSIFICATION:	Health Information Management Professional P1	**GRID/PAY LEVEL:**	H-B-P1
COLLECTIVE AGREEMENT:	Health Science Professionals	**HSCIS NO.:**	31901
UNION:	HSA	**JOB/CLASS CODE:**	31901
PROGRAM/DEPARTMENT:	Advanced EHR & Health Information Management	**BENCHMARKS (If Applicable):**	
REPORTING TO:	Coordinator or designate		
FACILITY/SITE:	Nanaimo Regional General Hospital; West Coast General Hospital; Port Hardy Hospital; Port McNeill Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Coordinator or designate, performs a variety of medical records duties such as preparing statistical records, coding, abstracting, indexing, and qualitative and quantitative analysis. Responds to requests for medical information according to established procedures.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Participates in the development of department goals, objectives and service delivery.

2. Provides regional release of information services in accordance with the established policies and procedures and applicable legislation.

3. Liaises with appropriate individuals or agencies for health records release of information as necessary including physicians, department staff, the Coordinator, Manager, Records Management & Transcription Services and the Information Stewardship, Access & Privacy Office.

4. Monitors and participates with site and departmental health and wellness activities such as workplace safety.

5. Interprets, selects, codes and abstracts data in accordance with direction from the Coordinator and in accordance with national, provincial, and regional standards, guidelines and policies.

6. Carries out day to day records management functions within assigned site(s) in accordance with Health Records processes and using standard Island Health records management tools, including:

- Chart processing activities;
- Quantitative Analysis of patient charts;
- Processing of continuing care release of information requests;
- Filing and retrieval of charts;
- Collection and recording of statistics manually or in computerized databases as required; and
- Use of approved health information management systems as directed by the Coordinator.

7. Completes day-to-day operational activities, resolving most operational issues independently and reporting significant concerns to the Coordinator. Advises the Coordinator of any ongoing deficiencies in systems, programs, and services.

8. Edits, corrects, and validates data as required.

9. Processes, completes and submits data within established timelines.

10. Retrieves and displays data and assists with analysis and interpretation.

11. Performs data quality and process improvement activities, such as period end edits or audits, to ensure accuracy and consistency.

QUALIFICATIONS:

Education, Training And Experience

Graduate of an approved Health Information Management Professional program. Certification with the Canadian College of Health Information Management Health Records Administrators at the Certificant Level (CHIM). Eligible for membership in the Canadian Health Information Management Association.

Knowledge of and experience with ADT and Health Records Systems; one (1) year recent, related experience, including use of current clinical classification, data collecting and reporting systems; processing of release of information requests in accordance with applicable legislation or an equivalent combination of training and experience.

Skills And Abilities

- Identify, plan, organize and complete work assignments.
- Establish priorities and meet deadlines.
- Work independently and as part of team.
- Establish and maintain effective working relationships with staff, health care providers, external agencies, clients and the public.
- Problem-solve under pressures of time and pace.
- Demonstrate strong analytical skills.
- Demonstrate attention to accuracy and detail.
- Keyboard 50 wpm.
- Promote and foster good public relations.
- Operate related equipment, including computerized systems.
- Communicate effectively, both verbally and in writing.
- Physical ability to perform the duties of the position.