UNION JOB DESCRIPTION

JD577

JOB TITLE:	Health Information Management Professional - Release of Information	**JOB DESCRIPTION NO.:**	60221
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:	Information Management/Information Technology	**BENCHMARKS (If Applicable):**	
REPORTING TO:	Coordinator, Release of Information		
FACILITY/SITE:	Royal Jubilee Hospital; Nanaimo Regional General Hospital; North Island Hospital (Comox Valley Campus; Campbell River and District)		

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, Release of Information, the Health Information Management (HIM) Professional - Release of Information (ROI) provides release of information services for the multi-site operations in South, Central and North Island, in accordance with established policies and procedures and applicable legislation; acts as health records release of information liaison with appropriate individuals or agencies as necessary.

Travel may be a requirement of this position. Transportation arrangements must meet the operational requirements of Island Health in accordance with the service assignment and may require the use of a personal vehicle.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Acknowledges, tracks, and processes requests for information from health records in accordance with established procedures, including authorized requests from external agencies such as the Insurance Corporation of British Columbia (ICBC), the Workers Compensation Board (WCB), and physicians' offices.

2. Responds to and complies with legal requests for patient information such as Notices of Motion, Search Warrants, Subpoenas, Court Orders and other legal requests as required by law with respect to health records, including photocopying and faxing reports as required. Represents Island Health in court proceedings as required.

3. Provides advice related to the processing of health records release of information requests in all care areas including acute, public health, mental health, long-term care, primary care, urgent care and community care sectors.

4. Informs patients/clients of their rights and options regarding access to and release of their personal information. Facilitates review of records by patients/clients.

5. In conjunction with the Coordinator, Release of Information and the Information Stewardship, Access & Privacy (ISAP) develops recommends and implements appropriate policies and procedures for acknowledging, tracking, processing and responding to release of information requests for health records.

6. In conjunction with the Coordinator, Release of Information and the Information Stewardship, Access & Privacy (ISAP) participates in the monitoring and evaluation of release of information activities and the development of monitoring systems that provide statistics and other information with respect to workload, response times, etc. Maintains statistical information regarding release of information.

7. Screens requests for records for potential of legal intervention for risk to the organization, notifying Risk Management of potential litigation.

8. Demonstrates personal initiative in maintaining professional currency and skills by participating in relevant educational activities, as required.

9. Performs other related duties as required.

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 applicable legislation, such as the Freedom of Information and Protection of Privacy Act; Knowledge of and experience with ADT and Health Records Systems; and one (1) year recent, related experience; or an equivalent combination of education, training and experience.

Valid BC Driver's License.

Skills And Abilities

- Identify and complete work assignments.
- Prioritize 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 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.
- Physically and emotionally able to perform the duties of the position.