



POSITION DESCRIPTION

POSITION TITLE: HEALTH INFORMATION SPECIALIST

DEPARTMENT: HEALTH INFORMATION SERVICES

CLASSIFICATION:

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: MANAGER, HEALTH INFORMATION SERVICES

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

Reporting to the Manager Health Information Services, the Health Information Specialist is responsible for the promotion of data quality and integrity through education, audits and interpretation of statistical data. In addition, the incumbent is responsible for coding and abstracting of client care data and management of health information such as generating reports, and maintenance of health information for the continuity of care, education, research and legal purposes. The incumbent works co-operatively in a matrix structure to support the functions of Health Information Services.

The position of Health Information Specialist functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

- Ensures compliance with the required MHSAL MIS reporting requirements through the development of standards for data collection and facilitation of the preparation of the Monthly HIS Statistical Report.

- Contributes to the development and maintenance of regional coding standards.
- Contributes to the identification of data quality indicators to meet established regional, provincial and national ICD10/CCI coding and abstracting standards.
- Performs regular regional data quality reviews to ensure validity and completeness of data collection.
- Responsible for the development and delivery of coding and abstracting education sessions for HIM professionals.
- Responds to queries and provides support to HIM Professionals across the region.
- Monitors the regional compliance with provincial and CIHI Coding submission deadlines.
- Creates and runs reports to retrieve data; compile statistical information; and identify data integrity challenges.
- Responsible for management of user maintenance, testing and coordination of upgrades to Health Records systems such as, but not limited to, MED2020, ADT/EPR and Salumatics.
- Develops and Delivers effective educational initiatives related to Patient Registration.
- Monitors and ensures compliance with Client Registry Best Practices.
- Works collaboratively with HIS Management and staff across the region to ensure remediation of patient records within the provincial EPR Registration system.
- Develops and prepares reports and presentations for specific projects and initiatives.
- Liaison for provincial data quality initiatives
- Provides assistance to management for resource scheduling and operational support.
- Assists in the development of policy and procedures within the Health Information Services Department.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Participates in any quality improvement initiatives within the Health Information Services Department.
- Performs other duties as assigned.

PERFORMANCE MEASUREMENTS

- Accurate, secure, and accessible health information.
- CIHI data quality standards and reporting.
- Client registry best practices and data quality reporting.
- Completion of CPE credits, in compliance with CHIMA certification, to maintain skill level and continued learning.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of a Recognized Health Information Management Diploma Course required.
- Graduate of a Canadian College of Health Information Management (CCHIM) recognized program for Health Information Management Professionals.
- Certified with CHIMA

REQUIRED KNOWLEDGE:

- Formal training in ICD10 CA/CCI
- Thorough knowledge of current Canadian Coding Standards for the collection of International Classification of Diseases and Interventions.
- Knowledgeable of provincial legislation including but not limited to privacy.

EXPERIENCE REQUIRED:

- Minimum 4 years' recent coding/abstracting experience, demonstrating proficiency
- Minimum 4 years' experience managing health information data with a focus on data quality, integrity and promotion.
- Two years' experience in a healthcare environment working with spreadsheets, databases and tools for query, integrating, analyzing, interpreting, reporting and disseminating data.
- Must have intermediate to proficient database query and report writing experience.
- Experience in a computerized Health Care Management System an asset.

SKILLS/COMPETENCIES:

- Proven leadership skills.
- Demonstrated ability to deliver education sessions through various means.
- Attention to detail with a high level of accuracy.
- At ease navigating through multiple computer programs simultaneously.
- Ability to deliver high quality results with speed and accuracy in a fast paced challenging and ever changing environment.
- Excellent analytical, investigative and problem solving skills.
- Ability to effectively work in a team environment.
- Must be professional and discrete when performing all duties.
- Must be able to work independently.
- Excellent written and verbal communication skills.
- Valid Manitoba driver's license.
- Mental and physical ability to meet the demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS:

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - Primarily, Monday to Friday
 - Overtime may be required
 - No hazardous or significantly unpleasant conditions.
-

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
January 2021
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position 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.