



POSITION DESCRIPTION

POSITION TITLE:	HEALTH INFORMATION MANAGEMENT PROFESSIONAL (REGIONAL)
DEPARTMENT:	HEALTH INFORMATION SERVICES
CLASSIFICATION:	HEALTH INFORMATION TECHNICIAN (MNGMT)
UNION:	MGEU – FACILITY SUPPORT
STD. GRP #:	83

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	MANAGER, HEALTH INFORMATION SERVICES - ACUTE CARE
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Responsible for the overall management of health information in our facilities, the Health Information Management Professional contributes to client care, outcomes and safety through the provision of accurate, complete, timely and accessible health records. The Health Information Management Professional supports the patient by advocating for and monitoring the privacy, security and confidentiality of personal health information. As a member of the health care team, the Health Information Management Professional upholds Canadian Institute of Health Information (CIHI) and provincial standards, ensuring the integrity and timely submission of coded data. The incumbent functions as the facility expert for data integrity, client registration, patient privacy & health records best practices. The position of Health Information Management Professional functions in a manner consistent with, and support the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Manages the health records system at the facility, ensuring accurate and standardized organization of the record.

- Maintains a secure filing system for health records which facilitates timely access for patient care and other authorized users.
- Ensures that reports are available on the health record in a timely manner.
- Utilizes the ICD 10 CA Coding & Abstracting System, codes and abstracts patient health records in accordance with the Manitoba Health & Healthy Living (MHHL) and Canadian Institute of Health Information (CIHI) standards.
- Responsible for the submission, verification and correction of coded data, as per the provincial and CIHI requirements compliant with all MHHL and CIHI deadlines.
- Provides site expertise for access and privacy of personal health information.
- Receives and processes requests for personal health information, ensuring compliance with the Personal Health Information Act (PHIA).
- Performs patient registration functions in compliance with the Client Registry Best Practices.
- Maintains the health records deficiency system, ensuring compliance with regional policies on completion of the health record.
- Maintains the health records in compliance with the regional retention & destruction policies.
- Responsible for the collection and preparation of any required statistical reporting, specifically the Monthly HIS Statistical Report, ensuring compliance with the MHHL MIS codes.
- May be required to perform medical transcription within established standards for the region, ensuring a timely turnaround and distribution of reports, including the verification of faxing transactions.
- Serves as a facility Event Registrar, ensuring that Death and Birth Certificates are completed and submitted to Vital Stats in accordance with the prescribed requirements.
- Coordinates and preparation of special audits and studies as required.
- Participates in any quality improvement initiatives within the Health Information Services Department.

OTHER

- Other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of a Recognized Health Information Management Diploma Course required.
- Formal training of Canadian Institute of Health Information Standards ICD10 Coding & Abstracting System
- Must be certified with the Canadian Health Information Management Association Completion of CPE credits, in compliance with CHIMA certification, to maintain skill level and continued learning.

REQUIRED KNOWLEDGE:

- Must have a proven knowledge of medical terminology.
- Must be knowledgeable of the Personal Health Information Act (PHIA)
- Must be proficient with basic computer skills

EXPERIENCE REQUIRED:

- Minimum two (2) years' experience working in a health information setting preferred

SKILLS/COMPETENCIES:

- Demonstrated effective communication skills
 - Ability to effectively work in a team environment
 - Must be professional and discrete when performing all duties
 - Must be able to work independently
 - Completes and maintains a satisfactory pre-employment security check
 - Satisfactory employment record
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - May be required to travel throughout the region as duties may require.
 - Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
 - No hazardous or significantly unpleasant conditions.
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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.
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Created: _____
Date

Revised: _____
May 2016
Date

Approved by: _____
Regional 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.