

Classification Level P1 – Working Professional

Professional Grouping:
HEALTH INFORMATION**Professions:** *Health Information Management Professional***NATURE OF WORK:**

Jobs matched to this profile perform classification, coding and abstracting of patient/client data and/or provide data collection, documentation analysis, and clinical database management services within professional scope of practice, regulatory standards and established policies, procedures and standards of Employer in a variety of healthcare environments (e.g. acute care, long term care, home and community health services, primary health care, etc.) and in individual and/or group settings. These jobs utilize technical and scientific knowledge and proficiency gained through required post-secondary qualifications for the referenced professions. This includes additional specific certifications required to perform the full scope of the job as described by the job description, and within professional scope of practice as determined by the relevant college, accrediting body, or professional association.

Illustrative Responsibilities:**Consistent with professional scope of practice performs some or all of the following:**

- Exercises independent judgment in decision making related to the administration, analysis, and reporting of health information.
- Performs work in accordance with established standards of practice, Employer policies, and work-related processes, procedures and guidelines, including patient safety and quality protocols.
- Interprets, selects, codes and abstracts data in a variety of databases/electronic clinical/health systems in accordance with Employer, provincial, and national health care regulatory classification systems and professional standards. Processes corrections for abstracts for the Canadian Institute for Health Information by receiving reports, retrieving and reviewing patient charts, re-coding and updating the correct information into computerized abstracting system, and completing appropriate documentation.
- Conducts audits, monitors and maintains data to ensure data quality, coding accuracy, and data storage and security.
- Performs assigned data management procedures, capturing and recording data in accordance with applicable protocol, procedures, guidelines and professional standards of practice.
- Participates in the development of data collection tools and documentation. Provides instruction on their use to other health care professionals and community resources. Maintains computerized abstracting system's dictionaries, indices, and tables in accordance with changes from the Canadian Institute for Health Information.
- Performs data retrieval, either manually from paper-based health records or through computerized databases. Analyzes clinical and administrative data in health records. Performs statistical analysis. Presents information in a variety of formats (e.g., narrative, table and/or graphic format) and generates required reports.
- Participates in the development, operation, and maintenance of clinical databases for ongoing assessment of patient/client care by performing duties such as developing data definitions, designing database field requirements, entering, manipulating and abstracting data, and developing associated data models to facilitate on-line application processing by end users.
- Processes approved requests for release of information, and performs other activities related to legal and compliance issues.
- Participates in employer programs and initiatives such as research activities, quality improvement, team conferences, meetings, and the development of new policies, procedures and standards for program delivery. Contributes to discussions; reports back on decisions, outcomes and recommendations.
- Utilizes, maintains, and participates in the evaluation of work-related systems, tools, supplies, and equipment in the provision of care/treatment. Gathers, enters, reviews, and maintains patient/client information in clinical information systems. Compiles/prepares reports.
- Provides orientation, guidance, and collegial information or demonstration of equipment or work methods and processes to others including peers, new staff, and students. Provides instruction and/or supervision to students; evaluates and provides feedback on student progress. Provides work direction to support staff.