Alberta's Health Regions and Voluntary Organizations and the Health Sciences Association of Alberta (HSAA)

This classification specification identifies <u>representative</u> duties and responsibilities, and is intended to assist in the determination of the appropriate classification level within each discipline. Some duties and responsibilities may overlap between class levels. The classification specification is not intended to provide an exhaustive list of all duties performed.

Classification Title: **Health Information Management Professional I**

Date Updated: **May 20, 2008**

Job Summary:

The Health Information Management Professional (HIMP) I performs one or more of the following: coding and abstracting data from clinical records, release of information and data quality assurance.

Key Responsibilities and Typical Duties:

Core Duties

- Gathers/retrieves, collates, codes, designs, analyzes, interprets clinical and demographic data for patient records.
- Administers the health information system database.
- Ensures the integrity of the database.
- Performs statistical reporting, research, study and quality assurance functions.
- Provides statistical information for utilization review, planning, benchmarking and education.
- Performs regular data quality reviews, quality assurance reports and data audits.
- Responds to requests for patient information, affidavits and maintains privacy and confidentiality of patient information.
- Prioritizes workloads to ensure requests are provided to clients within the requested time frames.

Other Related Duties

- Provides input to the maintenance and updating of procedure guidelines.
- Runs pre-created reports.
- Maintains electronic and paper based filing systems.

Leadership

- Assists with training and orientation of students and new employees.
- Recommends improvements to workflow processes.

Decision-Making

- Ensures requestor of information is an authorized user of the patient record.
- Ensures that release of information complies with the Health Information Act (PIPEDA & FOIP).
- Identifies and determines data sources and collection methods.

Knowledge:

Education

- Diploma from an approved Health Information Management Professional (HIMP) Program.

Registration Requirements

- Registered with the Canadian Health Information Management Association (CHIMA).

Working Conditions:

Physical Demands

- Extensive computer use.
- Required to sit for prolonged periods of time.
- Minimal carrying and lifting.

Work Environment

- Standard office environment.
- Travel in all weather/road conditions.