



**North Eastman Health Association Inc.
Job Description**

Health Information Coordinator

Position Summary

The Health Information Coordinator acts as regional liaison for the Health Records Departments of the North Eastman Health Association and assumes responsibility for program leadership. This position also has direct responsibility for the Health Information Department at the Pine falls Health Complex including the maintenance of accurate health records for all patients in a manner consistent with standards, legislation and policies. Primary responsibilities relate to policy development and adherence to standards, quality management, providing feedback on staff performance and supporting professional development, committee participation and communication, collaboration on the establishment and implementation of new initiatives, participates in some human resource management functions, participation in research as required. This position functions in accordance with North Eastman Health Association's mission, vision and values.

Reports to: Director of Acute Care/ Care Team Manager

Union: MGEU – Facility Support

Std Grp. 2 / 3A

Qualifications:

Education & Experience:

- Completion of a recognized Health Records Technician or Health Information Technologist Program.
- Minimum of two years relevant experience.

Knowledge, Skills and Abilities:

- Ability to foster and maintain positive working relationships both individually and in a team setting.
- Ability to work independently.
- Demonstrated effective communication skills.
- Demonstrated strong organizational skills and abilities.
- Demonstrated leadership ability.

Standards of Performance:

- Ensures that all policies pertinent to health records are adhered to by those involved in record production.
- Maintains confidentiality of health records in accordance with the Personal Health Information Act.
- Displays courtesy and respect at all times when interacting with patients, family members and coworkers.
- Ensures the health record is current, complete, legible and readily accessible when required.

Health Information Technician Duties:

- Responsible for transcription, coding, chart assembly, and completion of all Health records.
- Preparation of daily and monthly statistical reports as they pertain to health records.
- Assists the physicians and administration in organizing medical audits as required.
- Responsible for Quality Improvement initiatives for the department.
- Responds to requests for information as authorized, and in accordance with Release of Health Information Policy.
- Maintains the Health Records filing system in accordance with facility chart control policies.
- Actively participates as a member of the Health Information Technicians Committee.
- Participates in other committees as required.
- Performs other duties as required.
- Acts as DPIN coordinator for the facility and trains new staff in the use of DPIN.

Coordinator Functions:

- Assures the policies and procedures for the department are consistent with current practices and standards across the region.
- Monitors effectiveness of services and takes steps to address deficiencies that affect their operation.
- Participates on Regional and Provincial Committees as assigned.
- Initiates Health Information staff meetings as required.
- Participates in the selection process for Health Records employees for the region.
- Ensures adequate orientation and ongoing staff development needs are identified and addressed for Health Information Technician staff in the region.

Professional

- Participates in continuing education pertinent to position.

- Assumes responsibility for own professional growth and development.

Revised: November, 2002
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date

NOTE: Original Signed and Dated December 8, 2003