

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

This classification specification identifies representative 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 II**

Date Updated: **May 20, 2008**

Job Summary:

The Health Information Management Professional (HIMP) II is responsible for the day-to-day coordination and efficient operation of their assigned area. Provides leadership in the development, implementation and reporting for health information services and provides technical expertise and systems training.

Work at the HIMP II level is differentiated from work at the HIMP I level by the additional responsibility for coordinating daily operations and/or staff training for their assigned area.

Key Responsibilities and Typical Duties:

In addition to the duties of the HIMP I, the HIMP II:

Core Duties

- Plans, organizes and directs operations of their assigned area.
- Prepares staff schedules, approves vacation requests and leaves of absence.
- Provides operational guidance and support to health information services staff.
- Oversees coding and abstracting of health records, or other program areas, housing clinical records.
- Prepares reports and compiles statistics including coordination and completion of month-end duties.
- Provides technical expertise required to ensure that clinical information is timely, accurate and valid.
- Provides systems training to HIMP's and other clinical and non-clinical staff.
- Develops and conducts educational sessions regarding data collection, grouping methodology and related health information activities.
- Monitors physician's charting and initiates procedures to suspend physicians for charting delinquencies.

Other Related Duties

- Establishes and coordinates regional research and study programs.
- Participates in the development of regional policies and procedures for access and disclosure of information.
- Provides ongoing training and support to clinical teams.
- Monitors and coordinates preventative maintenance on departmental equipment.

Leadership

- Oversees the coordination and maintenance of various patient information systems and equipment.
- Provides orientation and training to staff in the clerical and technical operation of the program data collection systems.
- Prioritizes requests for statistical data and revises workload priorities determining/ reassigning duties.
- Participates in the selection and evaluation of staff.
- Acts as a preceptor/ mentor for students and assigned staff.

Decision-Making

- Develops policies and processes to ensure ongoing integrity of the database.
- Develops and oversees the implementation of health information systems.

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.