

**Job Class Profile:**            **Health Records Analyst**

**Pay Level:**                      **CG-27**                      **Point Band:**                      **534-577**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	2	4	3	3	3	2	2	
Points	187	50	13	19	90	65	62	43	21	550

## JOB SUMMARY

The Health Records Analyst performs technical, analytical work in the provision of integrated strategic, operational and clinical health information. Work also includes implementing new health record coding/abstracting technology and providing direction to others responsible for entering and maintaining data in accordance with accepted standards.

### Key and Periodic Activities:

- Reviews and interprets requests for information from internal or external sources.
- Creates various reports by using specific software to access the database, ensuring the correct information is extracted and disseminates the information in accordance with protocols, policies and procedures.
- Provides direction and assistance to clinical staff and Health Records Technicians with respect to all coding and abstracting in accordance with accepted methodologies.
- Inputs data into various databases.
- Develops and implements various software packages.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Specialized knowledge of coding and abstract technology and coding classification standards.
- Knowledge of various medical records applications
- Knowledge of statistical methods and indicators

#### Formal Education and/or Certification(s):

— Minimum: Completion of an approved Health Information Management program qualifying for national certification by the Canadian Health Information Management Association.

#### Years of Experience:

— Minimum: 2-3 years of experience in a comprehensive medical records system

**Competencies:**

- Ability to use various application programs to produce, edit and format reports
- Ability to calculate and apply statistical indicators
- Analytical and assessment skills

**Interpersonal Skills**

- A wide range of interpersonal skills are used to listen and answer questions and provide information to others, act as a contact person for new and updated information about projects and programs, instructing and teaching others on programs and changes that affect the department, and ability to share information and suggest solutions.
- Communication occurs with employees/peers/supervisor in the immediate work area/department, employees outside the department and suppliers, contractors, internal and external department executives, and professional or subject matter experts.
- The most significant contacts are with employees, peers and supervisor in the immediate work area, especially providing directing and assistance to clinical staff and Health Records Technicians with respect to all coding and abstracting.

**EFFORT****Physical Effort**

- Required to sit for extended periods.
- Occasionally required to lift and carry charts and files.
- Assists with storing information on shelves.

**Concentration**

- Constant **visual** concentration includes staring at a computer screen to read and run various reports, analyze and validate information and data, ensure accuracy in all work.
- Regular **auditory** concentration is required to listen to multiple stakeholders for requests of information, answering the telephone multiple times a day and listening attentively for the correct information being provided, i.e. spelling of certain words.
- **Timelines and interruptions** may be required to prioritize daily activities as urgent requests and issues may arise, and responding to requests efficiently and effectively.
- **Exact results and precision** may include inputting statistical data into spreadsheets and running various reports at the same time.

**Complexity**

- Tasks are generally different but allow the use of similar skills and knowledge; at times tasks are repetitive and well defined and regularly have obvious solutions; occasionally tasks are diverse involving a wide variety of responsibilities and situations.
- Problems tend to be addressed by following procedures and guidelines, occasionally may require practical solutions to be found. There are numerous reference documents and resources available, i.e. CIHI coding Standards, DAD Abstract Manual, Provincial Abstract Manual, assistance of contacts in the department, and Managers.

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Work tasks and activities are generally prescribed or controlled.</li> <li>— Freedom to determine which formulas, process and best methods to use for reporting.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>— The information provided has been requested from stakeholders within and outside the organization and is used for various purposes. The results may impact processes and equipment, information, finances, facilities and corporate image.</li> <li>— In the event of a mistake or error, the impact may be moderate and detected by supervisor or manager as work is preformed in a highly controlled and monitored environment.</li> </ul>
<b>Development and Leadership of Others</b>
<ul style="list-style-type: none"> <li>— There is no supervision of staff.</li> <li>— Acts as team leader for various projects and programs, providing advice and guidance to employees and various stakeholders, acting as a technical mentor, providing on-the-job training and providing input for performance assessments.</li> </ul>

## WORKING CONDITIONS

<b>Environmental Working Conditions</b>
<ul style="list-style-type: none"> <li>— No requirement for safety equipment and precautions.</li> <li>— There is a limited likelihood for job-related injury or illness.</li> <li>— Exposed to unusual or distracting noise within the office.</li> </ul>