



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Intern, Health Information Professional	
Position Number	Community	Division/Region
48-17305	Yellowknife	Health Records/STH

PURPOSE OF THE POSITION

The Intern Health Information Professional (Intern) ensures that personal health information is available, accurate and complete for healthcare providers, and is responsible for the confidentiality of personal health information including any authorized or unauthorized disclosure of health information which may pose a threat to the Northwest Territories Health and Social Services Authority.

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

STH is an accredited facility, located in Yellowknife, and is the referral center for approximately



43,000 NWT residents and 5,900 residents from the Kitikmeot Region of Nunavut. STH provides health care services to adults and children on an inpatient/ outpatient and outreach basis in order to restore health with dignity. STH maintains a tobacco free environment within the building and throughout the property, recognizing the health hazards associated with tobacco in the workplace, both to smokers and non- smokers alike.

Located in Yellowknife, the Intern Health Information Professional reports to the Territorial Manager, Health Records, and assists with accurate and timely maintenance of Health Records/personal health information, and for providing health record services in a manner consistent with Government of the Northwest Territories (GNWT) legislation for both paper and electronic records.

Accurate ICD-10-CA and abstracting is imperative as the information collected is used for STH statistics, funding as well as reported nationally to Canadian Institute for Health Information (CIHI). CIHI returns statistical health information to originating hospitals and also releases health information reports to the public based on the ICD-10-CA coding.

The Intern Health Information Professional assists with both qualitative and quantitative analysis for all hospital discharges and responds to Access to Information and Protections of Privacy (ATIPP) Act, requests. This position assists the Health Information Professional to ensure that timely information requests and responses are prepared according to Territorial information and privacy legislation.

Under direction of the Health Information Professional, the intern will assist in record security, data integrity and record completion in compliance with organizational policies and deadlines, medical bylaws, and policies. This individual is privy to detailed confidential personal health information and will comply with GNWT privacy legislation.

The incumbent will be required to perform complex tasks requiring intense concentration while simultaneously being mentally prepared for regular interruptions. Concentration may be affected by interruptions and may impact work. The incumbent is faced with tight deadlines and job priorities are frequently challenged by new priorities.

The incumbent will comply with all NWT Acts and regulations and Accreditation Canada's standards required for organizational practices.

RESPONSIBILITIES

1. Assists in coding and abstracting inpatient, day surgery, emergency, and outpatient records.

- Identifies the appropriate ICD-10 CA and CCI codes to use in order to make appropriate interpretations of clinical documentation.



- Applies knowledge of medical and surgical terminology, anatomy, pathology, physiology, pharmacology including national and territorial coding standards.
- Updates and tests the Med2020 data reporting system to ensure updated CIHI codes, coding rules and abstract changes have been applied by the vendor.
- Submits and tests data files with CIHI yearly.
- Assists in creating discharge abstract data files and submit monthly patient data files to the CIHI prior to submission deadlines.

2. Performs accurate health record management and data integrity.

- Actions and resolves data integrity issues including patient duplicates and patient overlays in eHealth systems.
- Performs qualitative and quantitative analysis to ensure personal health information is completed in an accurate and timely manner.
- Notifies other areas such as Registration, Laboratory and Diagnostic Imaging Administrators and the Data Integrity Coordinator of data integrity discrepancies.
- Ensures that personal health Information discrepancies are updated and corrected.

3. Ensures the confidentiality of personal health information.

- Ensures that legal, ethical and professional responsibilities regarding health information privacy and data security are adhered to.
- Manages and actions Access to Information and Protections of Privacy requests according to information and privacy legislation.
- Ensures that industry best practices (Federal and Northwest Territories Health and Social Services Authority) are followed.
- Receives, processes, and promptly responds to all authorized requests for access to personal health information.
- Complies with ATIPP when responding to information requests from lawyers, RCMP, insurance companies, patients and all other internal and external stakeholders.
- Identifies inappropriate information requests and provides professional response directly to the party requesting the information.
- Provides health record services.
- Assists with qualitative and quantitative analysis ensuring physician documentation (discharge summary, operative report, history and physical, consultation are complete and signed off.
- Identifies data integrity issues with a full understanding of the complexity and interdependencies of electronic source systems identifies data flow problems that arise from both manual and automated data collection sources.
- Assists in the retrieval of medical records when required or requested for medical studies or chart reviews.



- Provides transcription duties as required.
- Perform other duties as required when assigned by Territorial Manager.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

Due to the work environment, there may be exposure to infectious diseases.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the complexity and interdependencies of electronic source systems and data flow regarding manual and automated data collection.
- Computer skills and knowledge including word processing, database applications and electronic health systems.
- Skills relating to research methodologies and health information analysis.
- Analytical skills that include the ability to interpret health information and perform statistical analysis.
- Ability to acquire and apply knowledge and understanding of NWT Electronic Health Systems, data integrity standards and classification systems.
- Ability to acquire knowledge of relevant GNWT policies, directive and procedures that govern GNWT Health Information and electronic health systems in both paper and electronic systems.
- Ability to monitor and evaluate HI flow and HI discrepancies.
- Ability to communicate effectively in writing and verbally to a variety of audiences.
- Ability to identify, establish and maintain cooperative relationships with internal and external stakeholders, team members and other healthcare professionals.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A degree in Health Information Management or a recognized Health Information Management diploma.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Proof of immunization in keeping with current public health practices is required.

STH Regional Requirements

Current active membership with the Canadian Health Information Management Association (CHIMA). Participation in mandatory Continuing Professional Education (CPE) program, as defined by the governing regulations, in order to continue to use the professional designation required.

STH has a number of certifications that are required upon hire, depending on the area where the employee works, including but not limited to: Indigenous Cultural Awareness and Sensitivity Training, Biohazardous Waste, Biosafety & Biosecurity, Infection Prevention and Control, Workplace Hazardous Materials Information System (WHIMS) and others directly related to the incumbent's scope of practice.

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred