



## **IDENTIFICATION**

Department		Position Title	
Northwest Territorial Health and Social Services Authority		Health Information Professional	
Position Number	Community	Division/Region	
48-4448	Yellowknife	Health Records / Stanton Territorial Hospital	

## **PURPOSE OF THE POSITION**

The Health Information Professional 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. As well, this position is responsible for data integrity which includes maintaining and assuring the accuracy and consistency of health information over the entire life-cycle of a patient's medical history.

## **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 Tłıchʔ 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 Tłıchʔ 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.

Stanton 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. Stanton provides health care services to adults and children on an inpatient/outpatient and outreach basis in order to restore health with dignity. Stanton 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 Health Information Professional reports to the Territorial Manager, Health Records, and is responsible for 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.

The position will be an expert reference for technical information and operational support for health information and health information management, and will be responsible for coding and abstracting inpatient, day surgery, emergency and outpatient records, as well as maintaining the Med2020 reporting system.

Accurate ICD-10-CA and abstracting is imperative as the information collected is used for Stanton Territorial hospital 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 Health Information Professional performs both qualitative and quantitative analysis for all hospital discharges and responds to *Access to Information and Protections of Privacy (ATIPP) Act*, requests. This position is accountable for ensuring that timely information requests and responses are prepared according to Territorial information and privacy legislation.

The Health Information Professional is responsible for 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. Responsible for coding and abstracting inpatient, day surgery, emergency and outpatient records.**

- Identifies the appropriate IC0-10 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 Canadian Institute for Health Information (CIHI) codes, coding rules and abstract changes have been applied by the vendor.
- Submits and tests data files with CIHI yearly.
- Creates discharge abstract data files and submit monthly patient data files to the CIHI prior to submission deadlines.
- Ensures CIHI correction files are created and sent to CIHI to meet year-end deadline.

### **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.

### **4. Provides health record services.**

- Performs qualitative and quantitative analysis ensuring physician documentation (discharge summary, operative report, history and physical, consultation are complete and signed off.
- Communicates medical record completion deadlines with physicians, residents, nurses, nurse practitioners and other health care professionals.

- Serves as a resource for coding and data integrity issues.
- 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.

## **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**

- Ability to acquire and apply knowledge and understanding of NWT Electronic Health Systems, data integrity standards and classification systems.
- Comprehensive knowledge relating to 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.
- 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 anticipate, recognize, interpret, assess and identify appropriate solutions to issues in a timely manner.
- Ability to monitor and evaluate HI flow and HI discrepancies.
- Ability to work under minimum supervision in order to meet scheduled deadlines and manage priorities and prioritize tasks.
- 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.
- Skills relating to research methodologies and health information analysis.
- Analytical skills that include the ability to interpret health information and perform statistical analysis.

**Typically, the above qualifications would be attained by:**

A degree in Health Information Management or a recognized Health Information Management diploma, holding current certification with the Canadian College of Health Information Management (CHIM), and one (1) year of experience coding and abstracting or seven years health record experience.

**ADDITIONAL REQUIREMENTS**

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

**Stanton 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.

In addition to the above, the Health Information Professional is expected to acquire in a reasonable length of time and remain current in the following:

- Fire Training
- FIT Testing
- Privacy and Confidentiality
- Social Media Training
- Workplace Bullying/Respectful Workplace
- Workplace Hazardous Materials Information System

**Position Security**

- ☐ 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