



IDENTIFICATION

| Department | Position Title | |
|----------------------------|---|---|
| Health and Social Services | Homecare Health Information Administrator | |
| Position Number | Community | Division/Region |
| 49-5783 | Yellowknife | Seniors and Continuing Care Services/HQ |

PURPOSE OF THE POSITION

The Homecare Health Information Administrator is responsible for maintaining the Homecare HealthSuite database. The position ensures accurate and complete information is captured, maintained and available for analysis and interpretation of aggregate level trends of the Northwest Territories (NWT) population.

The incumbent uses the Community Health Information and Homecare HealthSuite Manuals based on the International Classification of Diseases Manual (ICD).

SCOPE

The Department of Health and Social Services' mission is "through partnerships, provide equitable access to quality care and services and encourage our people to make healthy choices to keep individuals, families and communities healthy and strong."

Located in Yellowknife, the Homecare Health Information Administrator (Administrator) reports to the Manager, Seniors Affairs, and ensures that all data entered into the database is complete and accurate by collecting, analyzing, verifying and coding of all reported homecare information from health centres and public health units. The incumbent is responsible for ensuring that reports received from these agencies are complete and accurate before being entered into the database.

The incumbent is responsible for decisions on the most appropriate International Classification of Diseases (ICD) code to coincide with the services and diagnoses provided, and to provide support and advice to frontline staff about correct ICD codes for diagnosis. Incorrect decisions could cause errors in reported statistics and inaccurate identification of trends in the health of the NWT.

RESPONSIBILITIES

1. Ensures all data entered into the homecare database is complete and accurate.

- Coordinates collection of data for inclusion in database and identifies tasks as needed to the Manager, Seniors Affairs;
- Reviews and verifies reports received from frontline health workers for completeness and accuracy prior to entry into database;
- Codes and enters data into the database in accordance with the Community Health Information and Homecare HealthSuite Manuals ; and
- Identifies anomalies or systems problems, and contributes to information system/database, administrative and procedural improvements.

2. Conducts audits and prepares summary reports based on the information contained in the database.

- Performs regular audits of reports received from frontline health staff for correctness of ICD coding of health activities;
- Prepares monthly audit reports of data quality within the database;
- Provides regular statistical reports with feedback on the quality of the data to frontline and regional health staff;
- Prepares computer-generated reports using graphs, tables, and other statistical formats;
- Provides expertise and samples of correct ICD coding and supplementary health coding to health care providers to improve the quality of the data; and
- Provides expertise on special projects requiring input on ICD coding.

3. Provides administrative support as requested by the Manager.

- Ensures the Homecare HealthSuite Information Manual is updated to reflect latest procedures and business processes; and
- Provides cross-training to other staff for coverage of data entry and reporting functions.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Concentration and attention is essential, as work must be of the utmost level of accuracy.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of computer applications, including databases and electronic e-mail, spreadsheets, word processing and the Internet.
- Knowledge of medical terminology and ICD coding.
- Knowledge of both communicable and non-communicable diseases.
- Knowledge of northern cultures as they relate to health and social services.
- Knowledge of the NWT health and social services system.
- Knowledge of medical ethics related to client confidentiality and data security.
- Knowledge of filing systems.
- Communication skills, both oral and written.
- Analytical thinking and problem solving skills.
- Administrative skills and time management skills.
- Ability to be self-directed and organized.
- Ability to type 50 wpm, with data processing and keyboarding skills, specifically proper numeric keyboarding technique.
- Ability to read complex medical information and medical abbreviations to understand coding practices as they relate to and impact on the various disease classifications.
- Ability to work in a team environment

Typically, the above qualifications would be attained by:

Completion of Grade 12 plus successful completion of a recognized medical terminology course and one (1) year of relevant experience in data processing of health-related information.

ADDITIONAL REQUIREMENTS

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