



POSITION DESCRIPTION

POSITION TITLE: DATA INTEGRITY ANALYST – HEALTH INFORMATION

DEPARTMENT: HEALTH INFORMATION SERVICES

CLASSIFICATION:

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: HEALTH INFORMATION MANAGER – COMMUNITY

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Data Integrity Analyst is responsible for the monitoring and support of the standards and best practices related to health information in the electronic medical record and other health information systems. This position will perform information management functions to support the data integrity through monitoring, identifying deficiencies and non-compliance practices and will provide education on best practices, application use, and the introduction of new functionality within health information systems. Also, the Data Integrity Analyst will develop and generate reports supporting data integrity tasks and program needs.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Works collaboratively with programs and stakeholders regarding health information standards and data quality.
- Facilitates quality improvement initiatives.
- Is proficient in the use and functionality of the electronic medical records which will enable assessment of the data integrity of the system.
- Identifies deficiencies in data and provides education related to these gaps with the goal of producing usable and actionable data.
- Works closely with the clinical leads of the programs to communicate findings and offers support for recommendations for improvement.

- Development and generation of reports which reflect the program and clinic activity.
- Performs statistical compilation functions including the presentation of data in a comprehensive format.
- Is aware of health information standards and is able to apply these to the health information system tools.
- Assists with the development and delivery of training material for the EMR.
- Monitors the result tracking service and monitors the timely receipt and review of results.
- Reviews the library of forms and requisitions in the EMR to ensure that all required updates to requisitions are implemented.
- Responsible for identifying the required data elements for regional and provincial reporting requirements.

OTHER:

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Diploma in Health Information Management
- Courses in Statistics or Data Analysis an asset

REQUIRED KNOWLEDGE:

- Health Information Best Practices and Standards
- Proficient with analytical tools (Excel), knowledge of data analysis methodology and use of presentation software
- Knowledge of Privacy Legislation in the Province of Manitoba

EXPERIENCE REQUIRED:

- Minimum of two (2) years of experience working in the Health Information Management field or demonstrated skills in data analysis
- Demonstrated use of spreadsheets and graphing

SKILLS/COMPETENCIES:

- Mental and physical ability to meet the demands of the job
 - Completes and maintains a satisfactory pre-employment security check
 - Satisfactory employment record
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - May be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY:

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.