Job Class Profile: Medical Records Technician I

Pay Level: CG-26  
Point Band: 490-533

<table>
<thead>
<tr>
<th>Factor</th>
<th>Knowledge</th>
<th>Interpersonal Skills</th>
<th>Physical Effort</th>
<th>Concentration</th>
<th>Complexity</th>
<th>Accountability &amp; Decision Making</th>
<th>Impact</th>
<th>Development and Leadership</th>
<th>Environmental Working Conditions</th>
<th>Total Points</th>
</tr>
</thead>
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**JOB SUMMARY**

The Medical Records Technician I performs responsible work in support of the Provincial Cancer Registry by maintaining the cancer and related dataset of the electronic information management system.

**Key and Periodic Activities**

**Collaborative Staging (CS)** assesses the quality of assigned and entered disease information to ensure appropriate summary value is derived.

- Ensures all relevant data is available to assign the appropriate CS value.
- Determines the site of origin that is to be staged and uses the specified stage schema.
- Reviews and analyzes pathology reports, physician notes, radiology reports, etc. to determine the appropriate CS codes.
- Makes decisions on the extension of the cancer to assign the most relevant tumor size/extension value.
- Analyzes reports to determine regional lymph nodes and metastasis to lymph nodes.
- Analyzes cancer data and determines presence or absence of metastatic disease.
- Participates in quality audits.

**Cancer Registration**

- Encodes all related cancer data from cytology, pathology, autopsy reports, reports of malignant neoplasms, vital statistics death listings, hospital and clinic charts to the computerized cancer registry database.
- Determines whether each diagnosis is new, recurrence or metastatic site.
- Selects the appropriate code for diagnostic classification according to those classifications.
- Reviews abstracts for patient demographics and determines reportable behaviour, grade, topography and morphology relating to primary diagnosis of cancer within specified area.
- Conducts comprehensive search procedures to determine whether a previous case has been reported.

**Death Review**

- Updates system regarding the death date of clinic patients.
Key and Periodic Activities

— Reviews, analyses and completes data set. Compiles historical cancer records for death clearance and registers death information data on system.
— Researches inpatient charts, contacts physicians, nursing homes or other Cancer Centres to identify/determine required information ensuring complete and accurate data.
— Performs quality control measures on data.
— Compiles statistical data and prepares reports.
— Ensures clinic records are maintained and in conformance with policies and guidelines.

SKILL

Knowledge

General and Specific Knowledge:
— Knowledge of collaborative staging to complete staging on all forms of cancer.
— Knowledge of the related information management systems.

Formal Education and/or Certification(s):
— Minimum: Completion of a two year specialized post secondary Certification in Health Information Management and also the successful completion of the National Cancer Registrars Association tumor registrar exam.

Years of Experience:
— Minimum: 1-2 years of related experience within a cancer registry.

Competencies:
— Ability to utilize various information technology applications.

Interpersonal Skills

— Interpersonal/communication skills are evident in discussions with co-workers to ask and answer questions, provide and obtain direction in regard to staging of cancers and to register new diseases.
— The most significant contacts include: employees within the immediate work area, employees within the Department and the manager/supervisor. The nature of these contacts is to exchange information and direction in order to accurately determine the stage of cancers and complete the registration.

EFFORT

Physical Effort

— The demands of the position occasionally result in fatigue, requiring periods of rest.
— Sitting for long periods of time at the computer requires a break to stretch.
— Occasionally required to lift files weighing 10 to 25 lbs. There is a daily requirement to carry/move these files with the assistance of a trolley.
— Constantly required to sit at a computer with some ability to move about and regular requirements to stand and walk.
Requires fine finger or precision work when using the computer.

**Concentration**

- Visual concentration is constantly required while entering and reading data through two screens to ensure accuracy.
- Auditory concentration is regularly required to gather and exchange information.
- Constant requirement for fine finger precision work and eye/hand coordination while entering data.
- Work has standard deadlines and quotas for coding and staging.

**Complexity**

- Tasks are typically repetitive/well defined with some being different but related.
- The most typical challenge is when there are multiple primary/histology issues or when there is a difficulty with collaborative staging.
- These challenges occur as a normal course of business but can be resolved by referring to the appropriate guidelines, discussing with co-workers and/or the principle oncologist for clarification.
- Other references available to assist the positions include the Collaborative Staging Coding Manual, the Multiple Primary and Histology coding rules, other Canadian Registries and Oncologists, Pathologists and/or Radiologists.

**RESPONSIBILITY**

**Accountability and Decision-Making**

- Work tasks and activities are generally prescribed and controlled.
- Work requires constant interaction with the supervisor while processing work.
- There exist predetermined rules and standards which provide the guidelines for the completion of work with little opportunity to exercise discretion.

**Impact**

- Information maintained impacts a variety of areas such as internal/external stakeholders, Statistics Canada and the Canadian Cancer Registry.
- For quality control, the supervisor works in close proximity to monitor and to routinely conduct quality checks.

**Development and Leadership of Others**

- Does not provide direct supervision of staff, but may provide on-the-job advice/guidance if required.

**WORKING CONDITIONS**

**Environmental Working Conditions**

- Does not require any special precautions or safety equipment.
- There is a limited to moderate likelihood of minor cuts, bruises, abrasions or minor illnesses if normal precautions are followed.
— Working in an office environment there is exposed to unusual/distracting noise, glare, dust and lack of privacy.