



April 2007

Report from the Health Information Management Professional Task Force

In September 2004 the AHRA (now HIMAA) Board of Directors unanimously supported the formation of a task force to promote Health Information Management professionals. The Health Information Management Professional Task Force was formed; Terms of Reference was ratified by the Board of Directors in February 2005.

The purpose of the Task Force was to develop and provide strategies to:

- 1) Promote Health Information Management professionals to accurately reflect our new professional designation and educational requirements.
- 2) Educate Association members (past & present), human resource personnel and HSAA on the difference between human resource classification versus union pay scales
- 3) *Work* with HSAA to potentially update classification ranges within the collective bargaining unit

The Health Information Management Task Force had acquired full membership by February 2005, with our first meeting held that same month.

In Summary, the HIM Task Force had a total of 10 meetings, the majority of which were teleconference in order to reduce costs; 9 presentations to Regions and key stakeholder groups and 4 stakeholder meetings. The activities took place between February 2005 and June 2006. Several articles and educational materials were distributed to the membership and shared with other provincial associations.

In July 2006 Roseanne Gallant, Co-Chair of the Task Force resigned due to her family relocation to Costa Rica to pursue other adventures. September 2006 SAIT representative e-mail returned. As activities of the Task Force had slowed by early fall of 2006, replacement membership for these two individuals was not pursued.

The following table provides more details on the Task Force deliverables and accomplishments:

Tasks	Accomplishments
Develop a strategy to educate current and past members on all professional changes	<ul style="list-style-type: none"> • Formation and member recruitment to the Task Force (Sep/04-Feb/05) • Developed, circulated / presented communication materials: <ul style="list-style-type: none"> ○ Article in The Record “Exciting Times for the AHRA and its Members” (Dec/04) ○ Report Card from the Health Information Management Task Force (Oct/05) ○ Developed & circulated to membership Pictorial <i>Evolution of the Health Information Management Profession Past (Diploma) and Present (Diploma and/or Degree)</i> (Sep/05) ○ Notice regarding assignment under National Occupation Code prepared and circulated (Oct/05) • Article on SIAST Prior Learning Assessment tools summary circulated through The Record (Oct/05) • CHIMA: Questions & Answers from The Source circulated to membership through The Record (Oct/05) • Developed & provided presentations <ul style="list-style-type: none"> ○ AHRA convention – April/05 ○ HIMAA convention – April/06 ○ Region: Capital Health, Provincial Cancer Board, East Central, Calgary Health Region, Chinook Health Region

	<ul style="list-style-type: none"> • Questionnaire developed to include in membership renewal form to ascertain highest degree of education, CHIMA professional designation and current employment status. <i>Note survey completed, however did not proceed to circulate to the membership</i> • E-mail address established for the membership to submit questions and comments; responded to questions directed to Task Force members
Develop a strategy to educate key stakeholders and human resource personnel on our professional changes in designation, education and human resource classification	<p>Key stakeholders identified: HSAA, Regional Directors of Health Record Services and Human Resource departments</p> <ul style="list-style-type: none"> • Initial meeting with HSAA – April/05 • Article prepared for the HSAA Challenger • Reviewed current Classification Specifications provided by HSAA • Reviewed SAIT Comparison document: HRT program versus HIM program • Domains of practice (Data Quality, EHR and Privacy) incorporated into SAIT comparison document: HRT versus HIM program to assist in understanding transition from HRT to HIM program • Document used as a provincial marketing strategy, with SAIT's permission • Collaborated with CHIMA on the national marketing strategy • Articles circulated to HIM Regional Reps for Health Information Management & Technology week included: Report Card from the Health Information Management Task Force. SIAST Prior Learning Assessment tools summary, The Evolution of the HIM Profession: Past & Present (diagram), SAIT HIM Diploma: Past & Present CHIMA: Questions & Answers from The Source, Information on National Occupation Code • Articles prepared by the Task Force were shared with our provincial colleagues through the Chair, (Tanya Tynksi) National Health Information Management Alliance <ul style="list-style-type: none"> ○ Presentation to the Board of our Provincial Association requesting the formation of a Task Force ○ Terms of Reference, which includes deliverables ○ The Evolution of the HIM Profession: Past & Present (diagram) ○ SAIT HIM Diploma: Past & Present • Met with Regional Health Record Services Directors and HSAA representatives E. Ballerman and S. Palmer January 2006
Develop a strategy to update the current classification ranges under the HSAA to accurately reflect the changes to our profession	<p>Met with Health Sciences Association of Alberta (HSAA) April/05 and January/06. Presented to the HSAA/Hospital Boards of Alberta Joint Steering Committee May/06</p> <p>Requested HSAA to engage HIM Task Force to review HSAA Working Classifications Specifications and engage in discussions with the Human Resources Steering Committee, Health Boards of Alberta Labour Relations Advisory Committee and HSAA; this remains pending status.</p>
Coordinate/liase with the AHRA Executive Sponsor, Director of External Relations	<p>HIMAC Director of External Relations is an ex-officio member of the Task Force. Updates to the Board were provided through the Director of External Relations Periodic written status updates on the Task Force deliverables were provided to HIMAA Board of Directors</p>

Outstanding (pending) Strategies include:

- [Assist with the development / review of the HSAA Working Classification Specifications](#)
- [Update AB Occupation Profiles once HSAA working classification specifications complete](#)

A sincere thank you to Task Team members who have worked diligently in promoting our profession: Vice-Chair – Roseanne Gallant and Members – Chris Houston, Sandra Moffatt, Margaret Olsen, Marlene Rhoades and Lee-Ann Lally; SAIT Sponsor - Lenora Heintz; HIMAA Executive Sponsor – Cathleen Lyons.

Regards
Sally Bulloch, CCHRA(C)
Chair, Health Information Management Task Force