



HEALTH INFORMATION MANAGER

(ANZSCO Code: 224213)

Group B



About this document

- » The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- » Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education, Skills and Employment.
- » The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- » Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Job description

Health Information Managers plan, develop, implement and manage health information services, such as patient information systems, and clinical and administrative data, to meet the medical, legal, ethical and administrative requirements of health care delivery.

Occupations considered suitable under this ANZSCO code:

- » Clinical Trial Data Manager
- » Health Data Administrator

Occupations not considered under this ANZSCO code:

- » Records Manager
- » Clinical Coder

These occupations are classified elsewhere in ANZSCO.

Health Information Manager is a VETASSESS Group B occupation.












This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree or higher.

Applicants can fulfil the assessment criteria for this occupation in four different ways.



Qualification and employment criteria

Applicants must have fulfilled at least one of the following four criteria (1–4):

GROUP B	Criteria for a positive Skills Assessment								
	Minimum comparable Bachelor or higher degree AQF level***		With highly relevant major field of study		Additional highly relevant qualifications*		Highly relevant employment duration**		
1		+		+	N/A	+			
2		+	No highly relevant major	+	 Minimum AQF Diploma level with highly relevant major	+			
3		+	No highly relevant major	+	No additional highly relevant qualifications	+			
Pre-qualification methodology can apply to Group B occupations									
	Highly relevant employment duration**		With or without highly relevant major field of study		Additional highly relevant qualifications*		Comparable Bachelor degree AQF level		
4		+		+	N/A	+	N/A	+	
	Within last 5 years								

* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- AQF Diploma
- AQF Advanced Diploma
- AQF Associate Degree or
- AQF Graduate Diploma

*** Bachelor degree or higher degree includes:

- AQF Master Degree or
- AQF Doctoral Degree

** Highly relevant paid employment duration (20 hours or more per week)

1–3

minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

4

minimum 6 years of relevant employment required – five years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.



Qualification and employment criteria continued...

*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining five years of pre-qualifying period may be within the last ten years.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

Qualification

AQF Bachelor degree or higher degree*

This occupation requires a qualification in Health Information Management or Medical Records Management.

Other major fields of study will be assessed on a case-by-case basis. The required competencies are in the Management of Health Data and Records including Structure in both Manual and Electronic Formats, Data Collection, Content, Identification Systems, Retention, Storage and Retrieval, Healthcare Record Functions, Standards and Regulations for Documentation and Legal Aspects of Managing Health Information.

*This includes qualifications assessed at AQF Bachelor, Master and Doctoral level.

Employment

Highly relevant tasks include:

- » Designing and revising medical record forms;
- » Maintaining computerised and other record management systems and record forms, and advising on their usage;
- » Controlling access to confidential information, and recommending codes of practice and procedures for accessing records;
- » Developing record cataloguing, coding and classification systems, and monitoring their use.

Employment information

Health Information Managers usually work in hospitals, medical research centres, government health departments, cancer registries and professional bodies. They are required to have knowledge of, and skills in, healthcare processes, health records and administration and information management. This includes knowledge of the technology used in this occupation. Human resource management is also required in some managerial positions.

Administrative Staff or Receptionist roles in a medical or allied health practice, which only requires the use of a patients' registry/management system, cannot be considered for this occupation.

Supporting material for assessment

If you are nominating this occupation, you must submit an organisational chart. An organisational chart should include the company letterhead, your job position and those of your superiors and subordinates as well as all positions reporting to your immediate supervisor and to your direct subordinates. If you are unable to obtain an organisational chart from your employer, please provide a statutory declaration outlining the required information and the reasons why this information cannot be provided.

