

Health Information Management Professional Full Time (12 Month Term)

Department: Health Records

Reports To: Manger of Admitting, Health Records & Privacy

Job Summary:

The Health Information Management Professional works collaboratively with all members of the Health Records department and interdisciplinary team

Qualifications:

- Graduate of a recognized Health Information Management Program;
- Must be certified by the C.H.I.M.A. and a member in good standing;
- A minimum of one (1) years previous experience in a Health Records department would be preferred;
- Familiarity with ICD-10-Coding Classification and CIHI guidelines;
- Proficient medical terminology and transcription skills;
- Knowledge of an Electronic Abstracting System is required, familiarity with “3M” preferred;
- Knowledge of professional ethics and proper regard for confidential/privacy issues is required;
- Previous experience in computerized health information system environment would be an asset;
- Individual must be self-motivated, possess excellent communication, organizational, interpersonal and problem solving skills.

Job Duties:

- Chart Assembly and Quality Analysis.
- Electronic Abstracting & Diagnosis Coding.
- Data Collection and Reporting.
- Release of Health Information.
- Other Duties as assigned.

Salary: \$22.82 - \$27.63 per hour
Benefits in accordance with the CUPE Collective Agreement

Closing Date: When filled.

Submit Application To: Human Resources Recruitment
Box 909, Sioux Lookout, On P8T 1B4
(807) 737-3030, Email: careers@slmhc.on.ca, Fax: (807) 737-6263

Competition No. MR 02/19
Please quote on your application.

Visit our website: www.slmhc.on.ca for more information. Only those candidates selected for an interview will be contacted, we thank all others for their interest. An acceptable criminal reference check and immunization records will be required from the successful candidate. Upon request, accommodations due to a disability are available throughout the selection process. SLMHC is an equal opportunity employer and a scent-free facility.



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