
VACANCY POSTING

Vacancy:	Health Records Technician
Description of Position:	Temporary Full time
Number of Vacancies:	1 Position
Unit:	Health Records
Employee Group:	CUPE Clerical/Technical
Wage Grid:	\$26.006 - \$27.737
Shift Work:	May be required
Weekend Work:	May be required

Reference Number:	#21-161 T-FT HRT, HEALTH RECORDS
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ROLES AND RESPONSIBILITIES

PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

SUMMARY OF POSITION:

Reporting directly to the Manager of Health Records and Patient Intake, the Health Records Technician is responsible for health information coding, data quality, and CIHI submissions.

NATURE AND SCOPE OF WORK

- Coding and abstracting of Clinical Data
- Responsible for data quality including monthly corrections
- Responsible for all CIHI submission processes
- Processing of Surgical Day Care visits
- Assists with day to day planning of departmental activities, management of workload and requests arising from users of the service
- Compiles and collates statistics and special study research as required
- Participates in committee work and continuing education sessions as required
- Identifies opportunities for quality improvements within the service
- Other duties as required to support departmental processes
- Patient safety

QUALIFICATIONS

- Demonstrated proficiency in ICD10CA/CCI coding
- Demonstrated proficiency in computerized CIHI abstracting
- Graduate of an approved Health Information program preferred
- Certification and current membership in the Canadian Health Information Management Association
- Experience in a Health Records Department preferred
- Demonstrated excellent attendance record
- Excellent time management skills
- Excellent Communication Skills
- Must be detail oriented, with strong organizational skills
- Must be resourceful and able to take initiative in a changing workplace environment
- Ability to relate well with patients, visitors, members of the health care team and the public
- Ability to multi-task in a hectic environment
- Ability to quick think and make practical decisions quickly and efficiently
- Competent in basic mathematic skills for data entry
- Basic Keyboarding skills
- Good hand eye coordination

ALIGNMENT WITH WDMH COMMITMENT STATEMENT

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation, and learning.

APPLICATION INFORMATION

Interested applicants should apply in writing, (by email only) indicating their qualifications in a cover letter and resume to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at:

hresources@wdmh.on.ca

Winchester District Memorial Hospital welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We appreciate interest from all candidates, however only those selected for an interview will be contacted.