



Health Information Management Professional Full Time Indeterminate

JOB SUMMARY:

Assist the Supervisor in the provision of accurate, complete and accessible health information services in accordance with accepted National, Territorial and HRHSSA standards and policies. Patient files are analysed and organized for patient care and statistical data reported for strategic planning and utilization purposes.

JOB QUALIFICATIONS:

- conscientious, reliable, responsible, must accept confidentiality of communications, discussions and recorded information;
- familiar with medical ethics, health law, and legal requirements and issues;
- sound working knowledge of health record functions;
- strong knowledge of anatomy, physiology, pharmaceuticals, epidemiology, elements of treatments and therapies;
- extensive familiarity with ICD-9-CM, ICD-10-CA, CCI and coding practices;
- ability to carry out the duties within the department: coding, abstracting, auditing, transcribing, etc.;
- strong knowledge and technical expertise to abstract and code health records;
- working knowledge of electronic medical records (eg. Medi-patient, PACS, Wolf, etc.);
- high standard of English grammar and spelling including medical terminology
- meticulous work habits;
- competent keyboard and transcription ability;
- extensive familiarity with computer programs for word processing and data entry (eg. Word, MED2020);
- math skills and knowledge of statistical mathematics.

This level of knowledge is acquired through the completion of a certified Health Records Program. Current registration with the Canadian Health Information Management Association (CHIMA) is mandatory. Experience working in a health care environment for a minimum of six months is preferred.

Salary: \$36.93 to 44.11 per hour (Range 11)
Position Status: Full Time Indeterminate
Competition #: 037-20
Closing Date: July 7, 2020

In addition to an attractive salary, we offer a Northern Allowance of \$2.36 per hour up to \$4,593 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

Interested applicants may apply quoting competition number to:

**Human Resources
Hay River Health & Social Services Authority
37911 Mackenzie Highway, Hay River, NT X0E 0R6
Phone: (867) 874-8341 Fax: (867) 874-8345
hrhssa_competitions@gov.nt.ca
www.hayriverhealth.ca**

*If you would like this information in another official language, contact us at (867) 874-8111
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8111*