



Hay River Health & Social Services Authority | Administration des services de
santé et des services sociaux de Hay River
37911 MacKenzie Highway | 37911, route MacKenzie
Hay River, NT X0E 0R6

Health Information Management Professional, Health Records

Salary: Range 11, \$80,418 to \$96,037 (\$41.24 to \$49.25/hour)

Status: Full-time, Indeterminate

Competition #: 045-22

Closing Date: Open until suitable candidate found

Assists the Manager of Information and Communications Technology 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.

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 with in 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.

In addition to an attractive salary, we offer a Northern Allowance of \$2.73 per hour up to \$5,332 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.

The Priority Hiring ranks shall be as follows:

- Indigenous Canadian, meaning a member of a Canadian First Nation, or an Inuk or Métis person;
- Long-Term Northern Resident, meaning a person who has lived at least half their lives in the Northwest Territories;



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- People living with disabilities as defined in the Northwest Territories Human Rights Act, or members of the LGBTQA2S community;
- Northern Residents, meaning persons who have resided in the Northwest Territories for at least twelve (12) continuous months at the time of application.

Candidates shall be invited to identify their eligibility for Priority Hiring in the job posting at the time of application.

For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at www.hayriverhealth.ca under the 'Careers' section.

How to apply:

Applicants should send their resume via email to hrhssa_competitions@gov.nt.ca or via Fax to (867) 874-8345