



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 | ☎ (867) 874-8000 📠 (867) 874-8141

Supervisor, Medical Records

Salary: \$88,803 to \$106,060 per year (\$45.54 - \$54.39/hour)

Status: Full-time, Indeterminate

Competition #: 114-22

Closing Date: January 12th, 2022

Reporting to the Manager, this position provides accurate, complete and accessible health information services in accordance with the accepted National, Territorial and Hay River Health & Social Services Authority (HRHSSA) standards and policies. The incumbent supervises the Health Information Management Professionals team, maintains medical records (paper and electronic), provides advice and guidance on records management for the entire Authority, and prepares monthly reporting of statistics.

Qualifications:

- Successful completion of a recognized Health Informatics or Technology related degree
- 5 years of experience in a clinical support role/health informatics role or equivalent combination of education and experience
- 2 years of supervisory experience
- Professional designation as a Certified Health Information Management (CHIM) professional with a membership in good standing with the Canadian Health Information Management Association (CHIMA)

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