



HALIBURTON HIGHLANDS
HEALTH SERVICES

Leaders in Innovative Rural Health Care

HEALTH INFORMATION PRACTITIONER

DEPARTMENT:	HEALTH INFORMATION
REPORTS TO:	MANAGER - HEALTH INFORMATION & PRIVACY OFFICER
STATUS:	PERMANENT PART-TIME
SHIFT:	ALL SHIFTS
COMPENSATION:	\$26.205 - \$30.190/hr
UNION:	SEIU
AVAILABLE TO:	INTERNAL EMPLOYEES
DATE POSTED:	SEPTEMBER 13, 2023

POSITION DESCRIPTION:

As Health Information Practitioner, the successful candidate will be responsible for performing a variety of related patient information services in an accurate and timely fashion, under minimal supervision, to assist health care practitioners in the delivery of quality patient care.

QUALIFICATIONS:

- Graduate of an approved Health Information Management Program and Certificate Level with the Canadian Health Information Management Association
- Previous experience with ICD10/CCI coding and Med2020 Abstracting, preferably WinRecs application preferred.
- Sound working knowledge of CMG/RIW Methodology
- Registered Member of Canadian Health Information Management Association
- Registration with Ontario Health Information Management Association is encouraged
- Working Knowledge of computerized Health Record Applications, Microsoft Office Professional Applications along with word processing skills. Accurate keyboarding with a minimum of 50 words per minute
- Excellent interpersonal skills are a must, along with high-level communication.
- Ability to interact positively and professionally with medical staff and health care professionals

In addition, the successful candidate must be available to work day and evening shifts, along with weekends and statutory holidays. An ability to attend work on a consistent basis is also a requirement.

SUBMIT APPLICATION AND RESUME TO: **Human Resources Job Application Box**

PLEASE QUOTE JOB NUMBER: **2023-84**

DEADLINE: **September 21, 2023 @ 1600 Hours**

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.