



Part Time Health Records Technician

Position posting number: 2311169

Rate of Pay: Reference Paramed Collective Agreement

Schedule: Part Time Assignment

Location: Walkerton

Applications are currently being accepted for a Part Time Health Records Technician for the Walkerton site of the South Bruce Grey Health Centre.

Applicants must meet the following criteria:

- Graduate of an accredited Health Information Management Program or approved Health Record Administrator program.
- Certification with the Canadian College of Health Information Management (CCHIM).
- Current membership in CHIMA (Canadian Health Information Management Association).
- Must have experience with coding and abstracting in a 3M application, acute and ambulatory care settings.
- Current knowledge of ICD-10-CA/CCI.
- Advanced computer skills with experience in 3M, Cerner and Windows based programs.
- Demonstrated knowledge of hospital databases, specifically abstracting and coding systems, CIHI reporting and data grouping methodologies.
- Excellent knowledge of current legislation related to coding, release of information, statistical reporting and all aspects of records management.
- Demonstrated ability to prioritize workload, work independently as well as part of a team, take initiative in areas of responsibility, model positive change and provide excellent customer service.
- Ability to work co-operatively with all levels of hospital staff and medical staff.
- Able to achieve good productivity and work well with set deadlines.
- Demonstrated excellence in attendance required.

To be considered for this position please submit resumes to Human Resources by email to postings@sbghc.on.ca clearly indicating the posting number noted above.

SBGHC is an equal opportunity employer. We thank all applicants, however, only those selected for an interview will be contacted. SBGHC will provide reasonable accommodation in compliance with AODA when notified by a candidate that accommodation due to a disability is required for the interview process.

As a condition of employment, you are required to submit proof of COVID-19 vaccination to the Hospital's Occupational Health and Safety department. Successful candidates will be required to submit proof of COVID-19 vaccination (two doses) from the Ontario Ministry of Health website or other authorized source directly to the Occupational Health and Safety department. In the event that you are unable to be vaccinated as a result of a ground protected under the Human Rights Code, you may submit a written explanation of the ground and any supporting documentation to determine if you are exempt from this requirement to the recruitment team.