



POSITION: HEALTH RECORDS TECHNICIAN	COMPETITION #: 2022-433
STATUS: Temporary Full Time (up to 12 months with possible extension)	DEPARTMENT: Health Records
UNION ASSOCIATION: CUPE	HOURS OF WORK: Day shifts (Monday to Friday) <i>subject to change based on operational needs</i>
	SALARY: \$26.13 - \$29.60/hour

Summary of Job:

The Health Record Technician is responsible for the timely and accurate coding of clinical reports as required by provincial and federal standards. The Health Records Technician Participates in service and hospital-wide activities and programs that model and promote a safe and healthy patient-centered environment and that contribute to quality improvement and risk management initiatives.

Responsibilities

- Ensure patient confidentiality
- DAD and NACRS coding of diseases and interventions using International Classification of Disease version 10 (ICD-10) and Canadian Classifications of Interventions (CCI)
- Abstraction of diagnosis and symptoms according to CIHI guidelines
- Assembly of inpatient, emergency and day surgery charts
- Qualitative and Quantitative analysis of inpatient charts
- Assisting with routine office duties as necessary, telephone and counter etc.
- Other duties as deemed necessary to ensure efficient functioning of a busy Health Records Department

Qualifications

- Graduate of an approved Health Information Management program, from a recognized college
- Certification with the Canadian Health Information Management Association (CHIMA) is mandatory
- Current active CHIMA member in good standing and maintained on an annual basis
- Knowledge of the Public Hospitals Act, ICD-10/CCI disease classifications standards
- Sound knowledge of CIHI coding standards
- Knowledge with CIHI grouping methodologies i.e. CMG, CACS, HIG
- Familiarity with Med2020 (WinRecs), or other abstracting software
- Knowledge of a terminal digit filing system
- Good organizational skills, accuracy and attention to detail
- Demonstrated courteous, pleasant and accountable work ethic
- Proven communication skills and ability to work independently or with others as required
- Good attendance and availability required

Please send your current résumé quoting the Competition Number to:

Brockville General Hospital – Human Resources Department

**75 Charles Street
Brockville, Ontario, K6V 1S8**

**Fax: (613) 345-8305
Email: Careers@brockvillegeneralhospital.ca**

We thank all applicants, only candidates selected for an interview will be contacted