



As a fully accredited, progressive health care organization, Geraldton District Hospital is committed to providing high quality services to residents of Greenstone and surrounding First Nations communities.

With 23 acute care beds, 26 long-term care beds, a 24-hour emergency department and a heliport, Geraldton District Hospital provides an array of services, including clinical nutrition, diagnostic imaging, laboratory, outreach chemotherapy, rehabilitation, social work and telemedicine.

For more information about Geraldton District Hospital, visit www.geraldtondh.com

Senior Health Information Management Professional Full Time – Permanent

TUITION REIMBURSEMENT * TEMPORARY FREE HOUSING * RELOCATION ASSISTANCE

Geraldton District Hospital is seeking an enthusiastic, organized and self-motivated individual to join our Health Records Team to efficiently and accurately processing health records.

Duties Include:

- Applies appropriate codes and abstracts all inpatient records (DAD) and emergency department visits (NACRS) according to ICD-10-CA/CCI specifications, CIHI coding standards and guidelines
- Ensures all MOHLTC/CIHI coding/abstracting deadlines are met
- Completes and submits monthly DAD (Discharge Abstract Database) and NACRS (National Ambulatory Care Reporting System) visit abstracts and corrections as mandated by CIHI with strict adherence to MOHLTC/CIHI deadlines
- Investigates and ensures resolution of any data quality issues as identified
- Responsible for the quantitative and qualitative analysis of all inpatient, emergency and outpatient records
- Responds to both verbal and written enquiries and requests related to disclosure of patient information and medico-legal cases, according to current legislation, PHIPA and established hospital departmental policies and procedures
- Interacts with Medical Staff and other health professionals on an individual basis regarding coding queries and chart completion
- Responsible for ensuring the compilation and processing of statistical data, including data reconciliation for DAD and NACRS
- Maintains the electronic patient information system database and related electronic reports
- Ensures the retention and destruction of records required by legislation and hospital policy
- Assists with routine daily health record department functions, including the preparation and maintenance of chart files, photocopying and filing of reports/documentation and chart retrieval, as required

Qualifications and Experience:

- Graduate of a recognized Health Information Management Program
- Current member in good standing with CHIMA (Canadian Health Information Management Association)
- Minimum of one year of health record experience in a health care setting, with a strong knowledge base and skills in health information management
- Knowledge of DRP/RIW, Complexity and CACS assignment methodology
- Proficiency and experience in medical transcription is an asset
- Excellent working knowledge and proficiency with current computer software applications including electronic abstracting software; familiarity with Microsoft Office, 3M and MediTech.
- Excellent working knowledge and proficiency, minimum of one (1) year of experience in ICD-10-CA and CCI coding classification system, CIHI Coding Standards, DAD and NACRS abstracting manuals is required.
- Knowledge of CIHI, CCHSA accreditation standards, patient record management and applicable legislation.
- Extensive knowledge of current medical terminology
- Familiarity with grouping methodologies and encoders, CMG, RIW, Complexity and CACS.
- Experience in processing requests for disclosure of patient information in compliance with legislative requirements for the disclosure of patient information (i.e. PHIPA, Public Hospitals Act, Freedom of Information Act).
- Positive public relation skills
- Exceptional communication skills, both verbally and in writing.
- Bilingualism in both official languages is an asset.
- Demonstrated initiative in managing multiple priorities with excellent organizational, interpersonal, and time management skills.
- Ability to communicate in both official languages is an asset
- Knowledge of First Nations culture and language is an asset
- A regular attendance record is mandatory

Geraldton District Hospital is committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process.

If you interested in combining a fulfilling lifestyle with a challenging opportunity, please submit your application and resume in confidence, by email, to:

hr@geraldtondh.com