

**Cornwall Community Hospital
Hôpital communautaire de Cornwall**

**Health Information Services
Job Posting
(OPSEU)**

JOB TITLE: Health Record Practitioner (**Temporary Full-Time**)

Upholds the mission, vision and ICARE values of the Cornwall Community Hospital, in order to create a safe environment for patients, families, staff, physicians and volunteers, recognizing “Patient Safety” as a top priority in creating a culture of safety and “The Workplace of Choice”.

DUTIES: This position is responsible for providing key statistical information through coding and abstracting of inpatient, day surgery and emergency records relevant to utilization data of the hospital as well as external government agencies such as Ministry of Health, CIHI; for approving and processing release of information requests received; for determining the Patient Service as well as quantitative analysis of all discharged or day surgery patients. Correcting /merging patient records.

Required:

- Graduate from an approved school for Health Record Practitioners or from the correspondence course for Health Information Services offered by C.H.A.
- Current member or eligible for membership in the Canadian Health Information Management Association
- Demonstrated ability to work accurately under pressure
- Demonstrated evidence in working with members of a multi-disciplinary team including the ability to communicate with professional and Medical Staff
- Demonstrated knowledge and good judgement in release of information
- Evidence of ability to code patient information
- Demonstrated mathematical ability to compile and interpret statistical reports
- Demonstrated regular, punctual attendance
- Functional proficiency in English (oral and written)

SALARY: \$23.94 to \$27.56 per hour.

HOURS: Scheduled and called in as required – subject to change based on operations.

To apply for this position, or if you have any questions about it, please submit your resume to:

Karen Heuer
840 McConnell Avenue
Cornwall, ON K6H 5S5
Tel: 938-4240 ext. 4246 Fax: 938-4073
Email: karen.heuer@cornwallhospital.ca

We thank all candidates for applying; however only those candidates selected for an interview will be contacted.