



# HORNEPAYNE COMMUNITY HOSPITAL

P.O. BOX 190, 278 FRONT STREET, HORNEPAYNE, ONTARIO P0M 1Z0 (807) 868-2442 FAX: (807) 868-3097

## INTERNAL/EXTERNAL

September 20, 2018

### HORNEPAYNE COMMUNITY HOSPITAL HEALTH RECORDS DEPARTMENT REQUIRES A REGULAR FULL-TIME CHARGE HEALTH RECORDS TECHNICIAN Job Posting #2018-34

This is a non-unionized position.

Hornepayne Community Hospital is seeking a self-motivated, team oriented individual to be accountable for the provision of Health Records, Admitting and Switchboard services. This is a full-time position reporting directly to the Chief Executive Officer. Specific accountabilities include Health Records, Admitting/Reception supervision, Meditech, Health and safety and Patient Safety.

#### Qualifications are as follows:

- Health Information Management Program Graduate.
- National Certification Designation (CHIMA).
- Three years experience in Health Records work is desired.
- Previous management experience is preferred.
- Graduate of HealthcareCan Management Essentials or equivalent.
- Must have prior experience in switchboard and reception.
- Ability to plan and organize the day to day work of the Health Records, Admitting and Switchboard departments.
- Provide supervisory and technical support for staff.
- Ability to establish work plans and develop cooperative and productive work teams.
- Strong leadership and interpersonal skills are required.
- Must have strong organizational and planning skills
- Must have excellent verbal and written communication skills.
- Computer experience required, specifically Microsoft Office, PS Suites, Meditech, MED2020.
- Demonstrated proficiency with Meditech, Super user required modules.
- Thorough knowledge of Privacy and Freedom of Information Legislation (FIPPA and PHIPA) in order to ensure compliance with application legislation.
- Ability to work with confidential material with an acute sense of responsibility.
- Thorough knowledge of federal and provincial laws concerning the maintenance of medical records.
- Any other duties as delegated by Chief Executive Officer
- All NEW employees will be required to have a Criminal Record Check.
- Duties: Job Description is currently under review and is available upon request from the Administrative Office.**

Hornepayne Community Hospital will provide accommodations for applicants with disabilities during the recruitment process.

Please submit your application including qualifications and previous experience in confidence by **Thursday, September 27, 2018 at 12:00 p.m. to:**

Human Resources  
Hornepayne Community Hospital  
278 Front Street  
Hornepayne, Ontario P0M 1Z0  
Attention: Linda Kozlowski (linda.kozlowski@hpch.ca)

The Hornepayne Community Hospital is an equal opportunity employer.  
The tentative start date for this position is Tuesday, October 9<sup>th</sup>, 2018

Cc: PAYROLL

A handwritten signature in black ink, appearing to be "AKB", is located in the bottom right corner of the document.