

Job Posting



Lennox and Addington County General Hospital S.E.I.U. Local 1 Canada, Office & Clerical Health Records Technician – Casual Vacancy

Area of Assignment: Health Records

Basic Functions:

As a member of a multidisciplinary team, the incumbent is responsible for accurately coding and electronically abstracting ambulatory care records.

Hours of Work:

Part-time hours (.4 FTE) days Monday to Friday.

Pay Rate:

Will be in accordance with the Wage Scale of the S.E.I.U. Local 1 Canada, Office & Clerical Collective Agreement, classification of Health Records Technician.

Qualifications:

Education: Graduate of an approved Health Information Management Program.

Experience: 2 – 3 years experience in a computerized Health Records Department in an acute care hospital setting.

Required Skills:

- Active Member with The Canadian Health Information Management Association, and certified with the Canadian College of Health Information Management.
- Certification with Canadian Health Info Management Association at Canadian College of Health Record Administrators;
- Thorough knowledge of ICD-10 coding and abstracting;
- Proficient medical terminology knowledge;
- Must have previous proven good performance and attendance record.
- Excellent communication and organizational skills along with ability to work in a team environment;
- Ability to work under time restraints and meet deadlines and to work independently with minimum supervision.

The Lennox and Addington County General Hospital is an equal opportunity employer providing a barrier free workplace supported by the Hospital's Accessibility Plan. Persons with disabilities may request accommodation at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the position. Applicants need to make their requirements known when contacted.

The Lennox and Addington County General Hospital is a smoke free organization.

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If you are interested and possess the qualifications listed above you are invited to apply in writing to Trina Kelly, Human Resources.

**Human Resources, Lennox and Addington County General Hospital,
Attn: Trina Kelly, 8 Richmond Park Drive, Napanee, ON K7R 2Z4
Phone: 613-354-3301 ext. 221
Fax: 613-354-0729
Email: hr@lacgh.napanee.on.ca**

We thank all applicants, however, only those selected for interviews will be contacted