



## Job Posting Reference #: C.2025.02

### Lennox and Addington County General Hospital S.E.I.U. Local 1 Canada, Office & Clerical Clinical Health Information Management Specialist Full-Time Vacancy

**Area of Assignment:** Health Records

**Please note:** Classification title change from Health Records Technician to the above title.

**Basic Functions:**

The incumbent is responsible for accurately coding and abstracting inpatient and ambulatory (ER, SDS & Chemotherapy) records, as well as carrying out the department's goals and objectives of providing and maintaining a comprehensive, accurate and complete patient record. Effective communication skills in addition to strong team ideals are necessary as the facility practices concurrent inpatient coding which requires that the coders be part of the patient rounding multidisciplinary team. As a small facility, we are able to give our staff a wide range of opportunities along the Health Information Management spectrum. In addition to coding, these duties will include, release of information, data submission and project work.

**Hours of Work:** Monday to Friday, days

**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 Clinical Health Information Management Specialist (Health Records Technician).

**Qualifications:**

**Education:** Graduate of an approved Health Information Management Program.

**Experience:** Two to Three (2 – 3) years experience in a computerized Health Records Department in an acute care hospital setting.

**Required Skills:**

- Active Member in good standing with The Canadian Health Information Management Association (CHIMA);
- Expert knowledge of ICD-10-CA/CCI coding practices and policies;
- Knowledge of computerized abstracting systems (DAD & NACRS);
- Excellent working knowledge of CIHI Coding standards, DAD and NACRS Abstracting Manuals, RIW, HIG, CACS and diagnosis typing;
- Excellent communication and organizational skills along with ability to work in a team environment;
- MS Office suite of products including Excel, and Word;
- Ability to work under time restraints and meet deadlines and to work independently with minimum supervision;
- Must have previous proven good performance and attendance record.

**Physical Requirements:**

The applicant must be able to meet the physical demands of this position.

**We prioritize staff wellbeing at LACGH by endeavoring to create schedules that allow work-life balance, providing free parking to all staff, and our Employee Wellness Program**

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**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/vape free organization.**

**If you are interested and possess the qualifications listed above, you are invited to apply in writing to:**

**Human Resources, Lennox and Addington County General Hospital,  
8 Richmond Park Drive, Napanee, ON K7R 2Z4.**

**Phone: 613-354-3301 ext. 456**

**Fax: 613-354-0729**

**Email: [hr@lacgh.napanee.on.ca](mailto:hr@lacgh.napanee.on.ca)**

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