

## JOB POSTING DETAILS

<b>Job Title</b>	Health Information Technician	<b>Job Type</b>	NA
<b>ES Job ID</b>	3256	<b>Duration</b>	NA
<b>Date Posted</b>	March 16, 2022	<b>Location</b>	Blind River
		<b>Closing Date</b>	June 15, 2022

### Job Overview - Description & Duties

The North Shore Health Network provides rural healthcare for communities along the north shore of Lake Huron - including services in Blind River, Thessalon, and Richards Landing. The North Shore Health Network sites have been serving their communities faithfully for many years providing emergency, acute, complex continuing care, long-term care, and community support services.

The Role:

The Health Information Technician is responsible for coding and abstracting of all DAD (inpatient - Acute), and NACRS (Day Surgery and Emergency) records, the release of personal health information as well as qualitative and quantitative chart analysis. This role also supports the operation of the Health Information Services Department, ensuring that all legal, accreditation and hospital requirements are met.

Responsibilities:

- . Responsible for accurately interpreting, assigning diagnostic and procedural codes for inpatient (DAD), Emergency/Day Surgery (NACRS) patient records using ICD-10-CCI classifications and entering in Med2020 abstracting system
- . Transcribing/editing dictated reports through the M\*Modal dictation system in the absence of a Health Information Management Assistant or when required to ensure turnaround times are met
- . Proficient in Meditech applications - ADM, ITS, MRI, EMR, Scanning and Archiving and E.chart; M\*Modal
- . Quantitative and Qualitative Analysis of charts
- . Process requests related to access and/or disclosure of personal health information (PHI) according to NSHN Privacy Policy, Information and Privacy Commission (IPC) of Ontario and other applicable provincial statutes and legislation
- . Has thorough knowledge of the North East Ontario Network (NEON) Group and may be appointed as the Meditech Database Team member for modules pertaining to the department: Scanning/Archiving/Medical Records (SAM) Team; Provider Office Integration (POI); or Imaging and Therapeutic Services (ITS) Team in keeping with the NEON Team Member Orientation Manual and supporting documents

### Required Skills

Qualifications:

- . Successful criminal background check with vulnerable sector secured
- . Graduate of an approved Health Information Management Program
- . An active member in good standing with the CHIMA
- . Proficient in the use of ICD10 coding system
- . Experience working with Med2020 WinRecs abstracting and reporting system
- . Experience in NACRS and DAD coding (preferably 2 years) using ICD-10- CA and CCI
- . Familiarity with MOHLTC and CIHI bulletins, coding guidelines, and standards
- . Knowledge of various legislation pertaining to release of personal health information (Personal Health Information Protection Act,

Public Hospitals Act, Mental Health Act, Coroner's Act, Vital Statistics Act, Consent to Treatment Act)

. Working knowledge of Meditech an asset

. Ability to communicate effectively with clients, staff, and physicians

### **Other Requirements**

NA

### **How to Apply**

To Apply:

Interested applicants may submit résumés via email to: [humanresources@nshn.care](mailto:humanresources@nshn.care) or by mail to:

Attention: Human Resources

525 Causley Street

Blind River, ON

P0R 1B0

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.

North Shore Health Network welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Thank you for your interest in this position. Only candidates selected for an interview will be contacted.