

The Perth and Smiths Falls District Hospital, is a progressive two site facility serving a catchment area of 44,000 residents of Perth, Smiths Falls and surrounding area. We are a fully accredited Hospital delivering a broad range of primary and secondary services.

Health Information Management Professional Temporary Full Time

Primarily responsible for the accurate coding and abstracting of all Inpatient, Day Surgery, Emergency and other Ambulatory care visits as mandated by the Ministry of Health and Long Term Care, while maintaining strict patient confidentiality.

MANDATORY

- Graduate of a CCHIM approved, accredited Health Information Management professional program
- Successful completion of the CCHIM National Certification .
- Computer literate.

ASSET

- Good working ability in coding and abstracting through CIHI
- Meditech experience in abstracting module
- MED 2020 Grouper knowledge and understanding

B.2 PREVIOUS EXPERIENCE REQUIREMENTS

- 1 year previous experience in Hospital setting.
- 1 year previous office/clerical duties preferred.

**The Human Resources Department
Perth and Smiths Falls District Hospital
60 Cornelia Street West
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Email – tgray@psfdh.on.ca
Fax - (613) 283-0520
Telephone - (613) 283-2330 Ext. 1132
Website - www.psfhdh.on.ca**

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283-2330 ext. 1132 for assistance.

We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.