

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL
OPSEU 2025-278**

POST DATE: December 15, 2025

DEPARTMENT: Health Information

POSITION: Health Information Management Professional
CASUAL

SUMMARY OF DUTIES:

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.

EDUCATIONAL REQUIREMENTS:

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

ASSETS & ABILITIES:

- Good working ability in coding and abstracting through CIHI
- Meditech experience in abstracting module
- MED 2020 Grouper knowledge and understanding
- High degree of accuracy and attention to details
- Demonstrated computer literacy

PREVIOUS EXPERIENCE:

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

Salary Range: \$32.95 - \$ 34.02 - \$35.09 - \$36.18 - \$37.26 per hour

CLOSE DATE: December 22, 2025 @4:00 PM

How to apply: Please email HR@psfdh.on.ca and quote job number in subject line.

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

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.