

Category:	Administrative
Title:	Health Information Professional
Employee Status:	F/T
Location:	Clinical Informatics/St. John's Rehab Hospital
Description:	The Health Information Professional reporting to the Manager, Clinical Informatics, will be responsible for collecting health information data, coding, abstracting and maintaining the patient health record from Inpatient Care, Ambulatory Care and Marketed Services Programs
Responsibilities:	<p>Ensure the qualitative analysis of inpatient and outpatient health records according to hospital policies and procedures.</p> <p>2. Concurrent coding/abstracting of all admissions and discharges from the Inpatient Care Programs according to Canadian Institute for Health Information's National Rehabilitation Reporting System (NRRS) and Rehabilitation Client Group (RCG) guidelines.</p> <p>3. Assign the correct ICD-10 and CCI codes to each Ambulatory Care and Marketed Services patient attendance as required by the Canadian Institute for Health Information's Ambulatory Care Minimum Data Set.</p> <p>4. Assist other members of the Health Information Services staff in order to meet department needs/deadlines (e.g.: filing coded health records; processing health records; quality analysis of health records).</p> <p>5. Be aware of conditions and measures that may affect the safety of employees, patients, Sisters, students, volunteers, physicians and visitors including but not limited to: compliance with the safety standards of the Hospital and applicable legislation.</p> <p>6. Conduct their work in a safe manner; prevention, identification and reporting of safety issues and problems; taking corrective action, where possible; attendance at safety meetings / training / updates in accordance with the Hospital's standards.</p> <p>Please note: The above duties are representative but are not to be construed as all-inclusive.</p>
Qualifications:	<ul style="list-style-type: none"> - Graduate of a recognized Health Record/Health Information Management Program and a member of the Canadian Health Information Management Association (CHIMA). - Demonstrated knowledge of NRRS, ICD-10 coding principles and protocols. A minimum of two years experience working in Health Information Services. - Working knowledge of Health Information Services policies and procedures, medical terminology, provincial legislation regarding patient privacy/confidentiality. - Demonstrated knowledge of electronic abstracting systems. - Computer literacy to include ADT systems, word processing, and Excel Spreadsheets. - Effective interpersonal skills and an ability to set priorities in a busy work environment. - Evidence of good attendance, a satisfactory performance history and a discipline-free record required.
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