



## **Employment Vacancy**

### **Permanent Part Time Health Records Coder POSTING # 002-216**

#### **About Us**

Hanover & District Hospital (HDH) provides a full range of primary acute care hospital services and selected secondary services to meet the needs of the population of Hanover and the surrounding rural townships.

HDH was proudly achieved “Accreditation with Exemplary Standing” for the third time through Accreditation Canada. This speaks to the entire organization and the way our staff in all departments work as one team. If you are a dynamic, energetic Health Records File Clerk that is looking for an exemplary workplace to call home.

We are strongly committed to creating and maintaining a workplace of choice where employees are recognized and valued. We invest in our employees, ensuring that our staff have the required support, training and resources to provide exceptional care. HDH strives to provide work-life balance and promotes a positive work culture.

HDH provides the people we service access to the care they need through a 24/7 Emergency Department, Acute Care Unit (inclusive of medical/surgical beds, multipurpose ICU and RCU beds), Physiotherapy Program, Surgical Services Department, Family Centered Birthing Unit, Hemodialysis Unit and Palliative Care Services and Ambulatory Clinics.

If you want a patient-centered focus and think this is the workplace for you, we are looking for a File Clerk for our Health Records Department.

**HOURS** – Currently Days, 8 hour shifts (Subject to change in accordance to operational needs).

#### **WHERE WE ARE LOCATED**

Two hours north of Toronto, Grey county offers beauty you can't get in the city along with a lifestyle that is more relaxed and family oriented. Close to the shores of Lake Huron and Georgian Bay...Paradise.

## Qualifications

- Graduate from an Accredited Health Information Management Program;
- Certification with the Canadian College of Health Information Management;
- An active member of CHIMA;
- Strict adherence to privacy and confidentiality;
- Proficient in ICD-10-CCA/CCI and Coding Standards;
- Knowledge of 3M Coding and Cerner patient software;
- Knowledge of anatomy, physiology, disease processes, and medical terminology;
- Excellent decision making, problem solving and analytical skills;
- Attention to detail, organized and keeping quality at the forefront; and
- Ability to work independently and concentrate in a fast-paced department.

As a condition of employment, you are required to submit proof of COVID-19 vaccination to the Hospital's Occupational Health and Safety department. Successful candidates will be required to submit proof of COVID-19 vaccination (two doses) from the Ontario Ministry of Health website or other authorized source directly to the Occupational Health and Safety department. In the event that you are unable to be vaccinated as a result of a ground protected under the Human Rights Code, you may submit a written explanation of the ground and any supporting documentation to determine if you are exempt from this requirement to the recruitment team.

**WAGE RANGE:** \$25.95 - \$28.81 per hour

Interested applicants should apply by to:

Email: [hr@hdhospital.ca](mailto:hr@hdhospital.ca)

*Please include the posting number with your application.*

The Hanover and District Hospital is committed to being an equal opportunity employer. Please advise Human Resources if you require accommodation during the recruitment process.

Please note, only those selected for an interview will be contacted.