



HIM Specialist, HIM Admin - 1 position

Posting #: 52712

HIM Admin

Posting Date: March 27, 2024

St. Joseph's Hospital - London, ON

Submission Deadline: April 14, 2024

Temporary Full Time

Wade Baillie, Human Resources

Non-Union

**\*\*REPOSTED\*\***

This is a temporary full-time position expected to extend until April 27, 2026, subject to the availability of work.

An exciting opportunity exists within the Health Information Management team at St. Joseph's to support the HIM team as a HIM subject matter expert.

The HIM Specialist will support the team through process and procedure development and enhancement, support HIM staff with issue resolution in relation to OneChart Phase II and related projects including, but not limited to scanning and destruction. In addition, the HIM Specialist will support both HIM coordinators with HIM team priorities including process and policy review and improvement as well as special projects to meet both HIM team and organizational priorities across all of St. Joseph's sites. The areas of focus of the HIM Specialist will vary based on team needs, covering all areas of the HIM team including records management, retrieval, retention and destruction, coding and abstracting, medical transcription, release of information, data analysis, statistical reporting/auditing, quality assurance, legal forms, consent and capacity boards, chart completion and provider documentation deficiency monitoring.

The HIM Specialist will be called upon as a process and technical expert for the HIM team.

#### Essential Qualifications

- Certification with the Canadian College of Health Information Management (CCHIM) is required. Must maintain 36 Continuous Professional Education (CPE) credits per 3 years in order to continue with Professional designation
- Diploma in Health Information Management
- Must be active member of the Canadian Health Information Management Association (CHIMA)
- Minimum 3 years expertise in Health Information Management within the last 7 years with demonstrated experience in several HIM functional areas as noted above
- Minimum 2 years experience in progressively more responsible roles
- Advanced working knowledge and understanding of the Public Hospitals Act, Personal Health Information Protection Act, Personal Information Protection and Electronic Documents Act, Freedom of Information and Protection of Privacy Act, Long Term Care Homes Act, Mental Health Act, Substitute Decisions Act, CIHI Coding Guidelines, Quality-Based Procedures
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Cerner Applications Experience: Power chart, Profile, Relationship Manager, AccessHIM (formerly Request Manager), XR Reporting as well as 3rd party inbound dictation and transcription applications
- MS Office Experience: Excel, Word, PowerPoint at Intermediate Level
- Demonstrated interpersonal and communication skills and ability to motivate and guide individuals
- Demonstrated organizational, data management and decision-making skills
- Demonstrated ability to work independently as well as in a group or team environment
- Must be customer focused, demonstrate an understanding of conflict resolution and able to offer and receive constructive feedback

#### Preferred Qualifications

- Bachelor's Degree in Health Information Management preferred
- Proficiency in French would be an asset

#### Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

#### Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated.*

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.  
Only those under consideration will be contacted.*