



Health Information Management Specialist, - 1 position	Posting #: 55244
Health Information Management	Posting Date: July 07, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: July 20, 2025
Temporary Full Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$41.20 - \$48.49 /hour

This is a temporary full-time position expected to extend until September 30, 2027, and is subject to the availability of work.

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

The HIM Specialist plays a key role in supporting the HIM Managers and serves as a primary point of contact for the frontline staff. This position provides operational support by assisting with staff scheduling, overseeing day-to-day departmental workflows and job assignments. The HIM Specialist is responsible for supporting employee development and training, and they are the first point of contact for addressing non-culpable performance concerns.

Working closely in collaboration with the HIM Specialist dedicated to the OneChart project, this role also contributes to the continuous improvement of HIM services by supporting process and procedure development, identifying and resolving issues, and helping to implement solutions that enhance team performance. Together, the two HIM Specialists provide integrated support for 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)
- Diploma in Health Information Management
- Active membership with 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
- Ability and commitment to act as a supervisor under 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

- Bachelors 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 vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- 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.*