



**VACANCY**

Applications are invited from qualified individuals to fill the following position:

**ONE (1) PERMANENT FULL TIME MANAGER  
HEALTH RECORDS  
NBRHC – NORTH BAY**

The Manager of Health Records will be responsible for the management of the Health Records Department for all campuses of the North Bay Regional Health Centre. This position has a critical role in the provision of patient care services by ensuring the accuracy and completeness of patient medical charts, the compliance with legal requirements for recording patient interactions and the preparation of statistics and data for the submission to the CIHI.

Further responsibilities include but are not limited to:

- Reduce and eliminate risk by running an efficient Medical Records Department which includes the storage, retention and retrieval of documents as well as the abstracting and coding of medical information, diagnoses
- Ensure the Department complies with current policies/procedures and complies with legislated and professional standards
- Ensure the effective use of hospital resources
- Provide support to the organization with PHIPA requirements, investigations and audits

The ideal candidate for this position will possess the following qualifications:

- Graduate of a recognized University or College with a Bachelor's Degree or Diploma in Health Information Management
- Member in good standing with the Canadian Health Information Management Association
- Active affiliation in the Canadian and Ontario Health Records Association
- Minimum five (5) years of managerial experience in a Health Records Department
- Minimum three (3) years of experience as a Coder
- Demonstrated computer skills with Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- Demonstrated experience with PHIPA Legislation
- Knowledge of Patient Registration/Bed Allocation functions is an asset
- Experience in operational management, strategic planning, program evaluation and budget preparation an asset
- Knowledge of CIHI, DAD, and NACRS reporting systems with regards to utilization management an asset
- Previous Meditech experience an asset
- Computer skills including working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Demonstrated commitment to ensure your safety, the safety of fellow workers, patients, volunteers, and visitors
- Must be able to support and contribute to a culture of safety and prevention of adverse health events in our organization
- Bilingualism (English/French) is an asset

**Criminal Reference Check including the Vulnerable Sector Check: recent, within three (3) months is a requirement**

**To apply, submit your resume and covering letter to [careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca) quoting File NU C-18-058**

**Human Resources**

50 College Drive  
P.O. Box 2500  
North Bay, ON P1B 5A4  
Fax: (705) 495-7977