Burntwood
Regional Health Authority

The Burntwood Regional Health Authority (BRHA) is responsible for delivering a broad spectrum of health programs in northern Manitoba. With 3 community hospitals, a regional hospital, a Community Health Centre, Continuing Care, Mental Health Services, Public health and remote nursing stations within one organization, we deliver a continuum of care for the people in the multi-cultural Burntwood region. In the heart of the Canadian Shield, our region is rich with mineral resources, lakes, rivers and boreal forests: a haven for outdoor enthusiasts.

JOB POSTING

HEALTH INFORMATION MANAGEMENT PROFESSIONAL

FULL-TIME (1.0 EFT) TERM

TERM FROM APRIL 6, 2009 UNTIL MAY 2010

"Maternity or Parental Leave of Absence Term" which may expire sooner than indicated, subject to minimum notice of two (2) weeks or one pay period, whichever is longer.

Department: Health Records
Salary: $16.867 - $19.553 per hour
Shift: Days/Evenings

The Health Information Management Professional will provide expertise and leadership in all functions pertaining to health records; including record organization, disclosure of personal health information, security of records, coding/abstracting and claims submission.

Qualifications and Technical Competencies:

- High School diploma.
- Graduate of an accredited Health Record Technician/Health Information Services Program.
- Current registration with the Canadian Health Information Management Association.
- Minimum one year experience in a Health Records department.
- Neat, accurate keyboarding required; minimum 55 wpm.
- Excellent computer skills; experience with Windows, MS Office (all aspects).
- Excellent organizational, communication and interpersonal skills.
- Demonstrated ability to work with minimal supervision, and as an effective member of a multi-disciplinary team.
- Has a high degree of confidentiality.
- Must possess a dependable, consistent and reliable work record including attendance at work.
- Well groomed, courteous, tactful, and cooperative with clients, and co-workers.

Current salary and benefits according to the UFCW collective agreement.

Interested, qualified candidates are invited to forward their resume to:

Regional Recruiter
Burntwood Regional Health Authority
867 Thompson Drive, South
Thompson, Manitoba R8N 1Z4
Telephone: (204) 778-1455 Fax: (204) 778-1424 Email: recruiter@brha.mb.ca

Aboriginal applicants are encouraged to self declare when submitting applications and resumes.

We thank you for your interest however, only those individuals receiving serious consideration will be contacted.

Visit Our Website: www.brha.mb.ca

NORTHERN HEALTH IN NORTHERN HANDS