



**NORTHERN  
HEALTH REGION**

*A Culturally Diverse  
Organization*

# CAREER OPPORTUNITY

## HEALTH INFORMATION MANAGEMENT PROFESSIONAL

**Location: The Pas, MB**

**Facility: The Pas Health Centre**

<b>JOB POSTING NUMBER</b>	TP-2024-154	<b>POSITION CODE</b>	111-7HIM-HRT_02
<b>DEPARTMENT</b>	HEALTH INFORMATION SERVICES		
<b>JOB STATUS/FTE</b>	Permanent/1.0 FTE	<b>ANTICIPATED SHIFT</b>	D7.75
<b>WAGE RANGE</b>	\$32.376 - \$37.537	<b>UNION AFFILIATION</b>	CUPE (Facility Support)

### POSITION SUMMARY

Reporting to the Regional Supervisor of Health Information Management, the Health Information Management Professional (HIMP) is responsible for the overall management of health records within facilities throughout the Northern Health Region. Contributes to client care, outcomes, and safety through the provision of accurate, complete, timely and accessible health records. Supports the client by advocating for and monitoring the privacy, security and confidentiality of personal health information.

As an essential member of the health care team, upholds the Canadian Institute of Health Information (CIHI) and the Manitoba Health, Seniors and Active Living (MHSAL) standards, ensuring the integrity and timely submission of coded/abstracted data. Functions as the facility expert for data integrity, client registration, patient privacy and health records best practices.

### QUALIFICATIONS

- Grade 12 education or equivalent
- Graduate of an accredited Health Information Management Program
- Certification with the Canadian Health Information Management Association (CHIMA) with ongoing completion of CPE credits, in compliance with CHIMA certification, to maintain skill level and continuing education
- Completion of an accredited coding specialist course an asset
- Experience in Crystal Report writing an asset
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Minimum one (1) year experience in a Health Information Management department, including coding and abstracting
- Experience working in an Electronic Medical Record (EMR)/Electronic Patient Record (EPR)
- Accurate word processing at 55 words per minute (typing test will be required)
- Satisfactory employment record required
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80). Waived for internal candidates with current checks on file.

For a full listing of qualifications please:

- **Internal Candidates:** Refer to the Job Description which is posted on the Intranet under Department/Human Resources/Job Description, then select the applicable department; or,
- **External Candidates:** Contact Human Resources to request a copy

Northern RHA strives to have a diverse workforce in an inclusive and accessible workplace, which provides opportunity for reasonable accommodation.

Indigenous applicants are encouraged to self-declare when submitting applications & resumes.

We thank all candidates for applying. Only those selected for interview will be contacted.

**Using Google Chrome, Apply online at [www.northernhealthregion.ca](http://www.northernhealthregion.ca)**

**OPEN UNTIL FILLED**

*Note: In the event of technical difficulties with the online application, please contact Human Resources at [recruitwest@nrha.ca](mailto:recruitwest@nrha.ca) for assistance.*