JOB POSTING – Listowel Site

Come work at LWHA!

- ✓ **Paid educational opportunities**
- ✓ **Free staff parking**
- ✓ **Tuition reimbursement grants based on eligibility**
- ✓ **Defined benefit pension plan, benefits without waiting period**
- ✓ **Competitive Salaries**

POSITION POSTING #	**L26-95- Existing Vacancy**
LOCATION:	**Listowel, Ontario**
POSITION:	**Medical Records Health Information Management Professional**
UNIT:	**Medical Records - ON SITE POSITION**
STATUS:	**Part-Time Positions**
START DATE:	**November 2026**
SALARY RANGE:	**$30.74 - $36.18 per hour *(5 step grid based on experience)***

POSITION SUMMARY:
As part of the Health Records Department, the HIM professional is responsible for the timely and accurate coding and abstracting of all acute inpatient (DAD) charts and required ambulatory care (NACRS) charts and ensures submission to CIHI within MOHLTC mandated deadlines.

QUALIFICATIONS:
- Post-secondary diploma in Health Information Management
- Certified in Health Information Management through Canadian College of Health Information Management
- 1 to 2 years previous experience in management of health information and coding and abstracting data contained in patient charts.

EFFORT:
- Moderate degree of Physical Effort
- Average degree of mental effort and analysis

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:
- Excellent oral and written skills
- Excellent knowledge of anatomy and physiology
- Attention to detail
- Coding and abstracting inpatient, emergency and day surgery health records and submission of coded data to CIHI.
- Chart assembly, Qualitative Analysis and tracking of patient records, submission of electronic newborn registrations.
- Release of information and logging of requests.
- Work with doctors and senior management re: stats, audits, minutes
- Ensure data quality within the Cerner system and troubleshooting issues.
- Monitoring and managing duplicate patient numbers/one patient one record.
- Lead, support or participate in key activities or action plans as identified on applicable Operational Plans.
- Active member of applicable team/unit/department meetings and huddles.

HOURS OF WORK: Monday to Friday, day shift positions

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:

Human Resources
Listowel Wingham Hospitals Alliance
careers@lwha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Posting Deadline: Upon Successful Recruitment

LWHA is an equal opportunity employer. We are serious about fostering a diverse and inclusive workplace. We encourage applications from all equity-seeking groups, including but not limited to: Indigenous persons, visible minorities, persons with visible and/or invisible disabilities, persons who identify as women and persons of marginalized sexual orientations and gender identities. Accommodations are available for any part of the recruitment process upon request. Note: All hospital staff must meet mandatory immunization requirements.