JOB POSTING – Wingham Site

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

POSITION POSTING #	**W26-104- Existing Vacancy**
LOCATION:	**Wingham, Ontario**
POSITION:	**Health Information Management Professional**
UNIT:	**Health Records- ON SITE POSITION**
STATUS:	**Full-Time**
START DATE:	**November 2, 2026**
SALARY RANGE:	**$33.62 - $35. 71 per hour**

POSITION SUMMARY:

As part of the Health Records Department, the Health Information Management (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
- Minimum of 6 months to 1-year previous experience in management of health information and coding and abstracting data contained in patient charts.

EFFORT:

- Moderate degree of physical effort
- High 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, family medicine, day surgery and chemotherapy health records and submission of coded data to CIHI.
- Submit data to various portals, i.e. CCO, SWRCP, Med e-Care, IDS
- Month end reconciliation of coded and registered data
- Pulling, filling and tracking of charts for coding
- 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.

HOURS OF WORK: Monday to Friday, 0800-1600. Available to work all shifts including evenings, holidays and weekends.

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 Date: October 2, 2026 @ 1:00pm
Posting Deadline: October 9, 2026 @ 1:00pm
Copies to: CUPE Representative, Bulletin Board

LWHA is an equal opportunity employer. The Listowel Wingham Hospitals Alliance is committed to becoming an organization that honours and includes the diversity of the communities we serve, providing equitable and inclusive care. We value inclusion and diversity and will work to develop and maintain an organizational culture that is welcoming for everyone. 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. Accommodation is available for any part of the recruitment process upon request. Note: All hospital staff must meet mandatory immunization requirements.