

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting temporary full-time (approximately one year) opportunity as a **Health Informatics Analyst (Competition #32.18)** exists in the Health Information reporting to the Manager, Health Information.

Summary of Duties, but not limited to:

- Performs analysis, interpretation and reporting of clinical data to support management decision-making, including monthly reporting of indicators and completing ad hoc/program requests and/or special projects assigned.
- Meets deadlines for routine reports, ad hoc requests and projects while adjusting to changing priorities.
- Records and reports workload and productivity data; maintains the Departmental Scorecard.
- Performs regular monthly audits on all coded data and creates new audits as required.
- Responsible for submission of NACRS data to meet Canadian Institute for Health Information (CIHI) and MOHLTC guidelines.
- Implements and instructs coding staff on capturing new and present Quality Based Procedures (QBP) to ensure maximal hospital funding.
- Develops and revises procedures/tip sheets/departmental guidelines and provides direction in coding and abstracting.
- Monitors and downloads submission reports and other data quality reports from CIHI, MOHLTC, CCO
- Knowledge of external hospital reporting requirements (e.g., OHRS/MIS guidelines, CCO, CIHI, etc.).
- Knowledge of hospital funding (e.g., global funding, priority program funding, rate and volume models) and weighted case methodologies.
- Knowledge and experience in the analysis and reporting of information using data from common healthcare decision support databases such as National Ambulatory Care Reporting System (NACRS), ADT systems, IntelliHealth etc.
- Acts as System Administrator for applications used within the Health Information Management Department and Clinics to manage/reserve charts and clinical documents e.g. Med2020, Transcription Software.
- Provides user support and training to staff and clinicians who use Health Information applications
- Works with IM/IT to ensure regular system maintenance, testing, upgrades and appropriate storage of data.
- Provides back up to release of information and coding and abstracting as required.
- Knowledge of Windows based operating systems and applications.
- Provides back up for accurate and timely tracking and reporting of incomplete records
- Responsible for conducting chart audits
- Active involvement in departmental data quality and continuous improvement initiatives as required.

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

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Qualifications/Skills:

- Graduate from a recognized Health Information Management/Professional program
- Certification with the Canadian Health Information Management Association (CHIMA)
- Current active CHIMA member in good standing and maintained on an annual basis
- Affiliation or membership with the Ontario Health Information Management Association (OHIMA) and Utilization Manager's Network of Ontario (UMNO) an asset
- Minimum two (2) years previous experience in a hospital health records department required
- Excellent computer skills (MS Office, Excel, Outlook, databases)
- Organizational abilities with initiative and the ability to work unsupervised
- Excellent computer skills with knowledge of Crystal Report Writing, Med2020 and Microsoft Office Suite
- Demonstrated ability to manipulate and analyze data using various software tools and to present information and express complex ideas clearly and effectively to a non-technical audience
- Strong aptitude for analysis and interpretation of clinical data
- Skills in using data management, analysis, reporting tools
- Proven knowledge of Canadian Coding Standards, CIHI Guidelines, NACRS, QBPs, Weighted Case Methodologies
- Demonstrated experience analyzing and reporting on record deficiencies and departmental quality indicators
- Excellent interpersonal, communication and presentation skills
- Ability to prioritize workload and accommodate changing work plans
- Demonstrated attention to detail with high level of accuracy and data quality
- Experience working with vendors and managing information systems such as Med2020
- Knowledge of CIHI reporting tools and processes
- Proven ability to work effectively in a fast-paced environment both independently and within a team, exercising sound judgment
- Experience with coding and abstracting, as well as release of information preferred
- Proven attendance and punctuality required
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: Tuesday February 6, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.