

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 **Regular Full-Time** opportunity as a **Health Data Analyst – Records Analyst (Competition #14.19)** exists in the Health Information Department reporting to the Manager.

Summary of Duties, but not limited to:

- Responsible for quantitative and qualitative analysis of electronic health records to:
 - Confirm and maintain data quality within the EHR
 - Ensure the record is complete according to established standards, guidelines, legislative requirements and hospital policies and procedures
 - Support this data quality process by checking for presence/absence of key document types such as operative report, clinic letter, etc.
- Accurate and timely tracking and reporting of incomplete records
- Responsible for conducting random and routine data quality chart audits
- Create, analyze and manage deficiency reports as well prepare key quality indicator reports for Health Information Management Committee and Medical Advisory Committee
- Must be able to engage with physicians
- Active involvement in data quality and continuous improvement initiatives are required.
- The record analyst may provide back up to release of information and coding and abstracting 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.

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

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
- Two (2) years previous experience in a hospital health records environment required
- Demonstrated competency in managing Day Surgery, and Ambulatory patient records
- Demonstrated attention to detail with high level of accuracy and data quality
- Demonstrated experience analyzing and reporting on record deficiencies and departmental quality indicators
- Proven knowledge of medical terminology, pharmacology, anatomy, physiology and pathology
- Experience working with vendors and managing information systems such as Med2020
- Proven ability to work effectively in a fast-paced environment both independently and within a team, exercising sound judgment

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- Excellent communication, interpersonal and organizational skills
- Excellent computer skills with working knowledge of MS Office Suite and Med2020
- 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: January 18, 2019

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 Indigenous 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.