

ESPANOLA REGIONAL HOSPITAL AND HEALTH CENTRE

Temporary Part-Time & Temporary Full-Time Health Records Technician - Approximately 4 months

The Espanola Regional Hospital and Health Centre requires One (1) Temporary Part-Time & One (1) Temporary Full-Time Health Records Technician for approximately 4 months. The successful candidates will manage, maintain, and organize patient health care records for the use, disclosure, and collection of personal health information in accordance with the Personal Health Information Protection Act.

QUALIFICATIONS:

The successful candidate should possess the following:

- Health Information Management Professional Certification or related field
- Demonstrate proficiency in computer applications (Microsoft Word & Excel)
- Effective time management and organizational skills
Minimum of two years' experience in a recent related position
- Ability to provide regular attendance
- Meditech knowledge is preferred
- Clinical background is an asset
- Bilingualism in French and English is an asset

To apply in confidence, please forward your resume together with a cover letter outlining your relevant experience and qualifications to:

Human Resources Manager
Espanola Regional Hospital and Health Centre
825 McKinnon Drive
ESPANOLA, ON P5E 1R4
Fax (705) 869-4039
Email : recruitment@esphosp.on.ca

Thank you for your interest. Only applicants who have been selected for an interview will be contacted. This competition will remain open until the positions are filled.