



Health Information Administrator - 1 position	Posting #: 38282
Lawson Health Research Institute	Posting Date: February 07, 2018
	Submission Deadline: February 13, 2018
Full Time	Tina Ceneviva, Human Resources
Non-Union	

Term position anticipated to extend to April 1, 2019, subject to the availability of work.

The successful candidate will work under the direction of Dr. Hramiak, Chair/Chief Division of Endocrinology and Metabolism in the role of the "Health Information Administrator". This position will provide technical as well as clerical/administrative support to assist the Division of Endocrinology and Metabolism in their use of an integrated electronic patient record and research database (WebDR). There is a broad range of responsibilities, with a focus on various dimensions of health information management and information technology support. This includes day-to-day WebDR use including: end user support and training, user account management, hospital Information Technology Services (ITS) interface team support, external laboratory service interface management, clinical data input and management, data quality control and assurance, data extraction and reports generation, WebDR documentation preparation and maintenance, WebDR project team meetings organization. The successful applicant handles initial WebDR program troubleshooting and liaison with physicians, healthcare workers, and hospital ITS team; assuring uninterrupted day-to-day WebDR use and functionality.

This position is a 5 day per week (37.5 hours per week) 12 months contract.

Essential Qualifications

- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chick pox)
- Provide documentation of the Tuberculosis skin testing
- College diploma in health sciences or health informatics or equivalent qualification/work experience will be considered
- Experience working in an health care setting and good knowledge of hospital systems (EMRs)
- Requires excellent interpersonal, supervisory, organizational and planning skills to work effectively in a high pressure environment
- Works closely with health care providers to ensure high quality data that will enhance and improve patient care
- Experience in data management; strong computer and analytical skills
- Excellent verbal and written communication skills in English. Ability to communicate effectively general and scientific information both verbally and in writing at all levels
- Maintains confidentiality and adheres to the hospital privacy and confidentiality regulations
- Ability to work independently and make decisions. Good judgment, initiative, tact and professional attitude in the workplace
- Adaptable, flexible and resourceful. Ability to multi-task and meet deadlines

Preferred Qualifications

- Bachelor's degree in health informatics or a related field
- Prior experience in health informatics or a related field
- Member in good standing with the Canadian Health Information Management Association
- Proficient in use of Microsoft Access and Word processing, Excel spreadsheet and file maintenance
- Demonstrated ability to lead and work in teams, e.g. including faculty, staff, students and residents
- Data queries and data analysis experience (e.g. Microsoft Access/Web Report Gateway) is an asset

Your interest in this opportunity is appreciated. Only those under consideration will be contacted.