

**JOB POSTING
LHIN 010/21**

**Health Information Specialist
Full-Time Unionized Position – CUPE**

Sarnia, Chatham or Windsor Sites

Background:

The Erie St. Clair Local Health Integration Networks (LHIN) is responsible for overseeing the delivery of home care services in the region.

The Erie St. Clair LHIN has a need for a **Health Information Specialist** as described below. The Erie St. Clair LHIN is committed to supporting healthcare in a manner that is consistent with patient and family centered care. Applicants are required to have a demonstrated understanding and commitment to this care philosophy. This position understands expectations around the quality and safety framework and participates in safety and quality initiatives, gathering and analyzing information as required. This position also requires a high degree of attention to detail and excellent time management skills. Preference will be given to candidates who are proficient in both official languages. The position is located at any of the three ESC Sites and will be supporting home and community care deliverables. Travel may be required within the ESC LHIN.

LHIN 010/21 Health Information Specialist

STARTING DATE: As soon as possible
POSITION STATUS: Full-Time
HOURS OF WORK: 35 hours per week
SALARY RANGE: In accordance with the Collective Agreement

GENERAL ACCOUNTABILITY

The Health Information Specialist (HIS) is to provide support and assist with all aspects of Health Information and Privacy. The HIS is responsible for releasing patient information to Legal Counsel, Consent and Capacity Board, Health Care Facilities, Physicians, patients and others. The HIS responds to all Release of Information Requests and is accountable for processing release of information requests within established timelines.

The HIS manages and maintains the HIM ROI database (Excel) as well as compiling statistical data and participating on various committees as assigned.

NATURE AND SCOPE:

Health Information Management

Assists/supports and contributes to the planning and organization of all functions of the Health Information Management Portfolio, which includes but is not limited to:

- Primary responsibility for release of information requests, ensuring that all legislative requirements for the handling and reporting of information are met as well as processing release of information requests, scanning and distributing via mail, fax, HPG, DMS Triage Tool
- The HIS will follow current legislation i.e. PHIPA 2004, Health Care Consent Act 1996, Substitute Decisions Act, 1992 and Regulated Health Professions Act, 1991 and having relevant knowledge, he/she will comply with policies and procedures related to release of information, patients' rights and informed consent, etc.
- Supports the client by advocating for and monitoring the privacy, security and confidentiality of personal health information
- Maintaining the integrity of paper based health records and electronic databases including Client Health Related Information System (CHRIS), Document Management System (DMS), Health Partner Gateway (HPG), Fortis document management system and PMI
- Prepare IPC annual report (PHIPA)
- Process improvements for health information flow
- Collaborates with team members in auditing and data collection of various electronic databases related to Health Information Management (including follow-up and action plans) including Service Provider reports
- Provides input to the development and review of Health Information Management policies and procedures, reference documents and projects to support best practice, in keeping with current relevant legislation and professional College requirements
- Promoting positive public relations while interacting effectively with patient and their families, law offices, other health care providers i.e. physician offices, MOHLTC Subrogation Research Unit, etc.
- Support for data collection requirements and information needs pertinent to Health Records (electronic and paper based)
- Health record forms development (for forms to be housed in the patient health record) to meet ESC LHIN forms standards
- Reviewing of coding of patient records, auditing, education and training.

KEY RESPONSIBILITIES

Health Information Management

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Leadership

- Provides support to management and front line staff in regards to day-to-day operations and strategic directions related to Health Information Management (HIM) and Privacy
- Collaborating with team members to develop and conduct orientation and training programs for all staff regarding health information and privacy including any associated system applications i.e. Client Health Related Information System (CHRIS) and Health Partner Gateway (HPG)

Privacy/Security

- Provides assistance and support to the Privacy Officer with privacy breach management
- Support for confidentiality and security of information that is to be maintained at all times and assists all staff on these information management practices

Corporate Record Management

- Participates on structure and storage of records/document management across ESC LHIN

- Provides support for the maintenance and consolidation of offsite records and supports the proper storage, retention and destruction of patient and administrative records

Other

- Other duties as assigned to support the needs of the organization

QUALIFICATIONS:

- Completion of a university degree and/or college level Health Information Management Program
- Current Active certification and in good standing with the Canadian Health Information Management Association (CHIMA) and maintenance of mandatory continuing professional education (CPE) credits
- Knowledge and experience in relevant information privacy laws i.e. Personal Health Information Protection Act (PHIPA), Substitute Decisions Act, etc.
- Knowledge of principles of Health Information Management. Demonstrated knowledge and ability to use computerized applications
- Works with Chief Privacy Officer, Privacy Officer and other stakeholders both inside and outside the organization i.e. MOHLTC Subrogation Unit, Service Providers
- Ability to organize and prioritize to effectively process the variety and volume of work
- Excellent communication, problem solving and interpersonal skills
- Demonstrated leadership, conflict resolution and project management skills
- Demonstrated knowledge of privacy/security requirements, standards and best practice
- Proven attendance record

To Apply:

Please submit your cover letter and resume no later than **4:30PM, FEBRUARY 14, 2021 TO:**

Resume@lhins.on.ca

Please include the reference "**LHIN 010/21 Health Information Specialist**" in your e-mail subject line.

By submitting an application, applicants are consenting to the sharing of their personal information with individuals from the ESC LHIN who are participating in the selection process.

The Erie St. Clair LHIN is an equal opportunity employer. Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.