

Health Records Technician
1 Full-Time position available

As a member of the **Sunset Country Family Health Team (SCFHT)**, the Health Records Technician (HRT) plays a vital role in managing patient health information and ensuring the accuracy, security, and accessibility of health records in compliance with legal and organizational standards. This role involves maintaining electronic medical records (EMRs), supporting clinical workflows, and providing data for reporting and analysis to enhance patient care and organizational efficiency.

Medical Records Management

- Support the Medical Records Clerk to complete daily tasks efficiently and maintain the integrity of the health records system.
- Support medical providers by assisting with the timely processing of their inboxes, Ocean portal, including managing lab results, incoming/outgoing referrals, correspondence, and other essential documents, to ensure smooth clinical operations.
- Develop and implement processes to optimize the management of health records, including updates and retrievals to support clinical and administrative needs.

Privacy Officer Responsibilities

- Ensure all health records are managed following privacy laws (e.g., PHIPA) and organizational confidentiality policies. Stay informed about changes in health information legislation and implement updates.
- Conducting monthly privacy audits to monitor compliance. Report any privacy breaches to the Ontario Privacy Commission as required. Track and document all privacy infractions, maintaining accurate records for inclusion in the annual statistical privacy report.
- Organize and deliver annual privacy training sessions for all EMR users, emphasizing the importance of confidentiality, compliance, and best practices.

Requests for Information

- Oversee the process of responding to requests for patient information, ensuring the Medical Records Department handles all requests from authorized parties promptly and in full compliance with legal and organizational guidelines.
- Monitor the performance of the request management process, addressing delays or bottlenecks and implementing improvements where necessary.

The successful applicant will have the following qualifications/experience:

- Diploma or certification in Health Information Management, Medical Office Administration, or a related field. Certification with a recognized health information management association (e.g., CHIMA) is preferred.
- Privacy Officer Training, or willingness to obtain the training.
- Minimum of 1-2 years of experience in a health records or health information management role, preferably in a healthcare setting.
- Proficiency in electronic medical record (EMR) systems and medical terminology and Microsoft Office Suite (Excel, Word, Outlook, etc.)
- Strong organizational skills and attention to detail. Excellent verbal and written communication skills.
- Familiarity with data management and reporting tools is an asset.

Benefits and Work Schedule: We offer a competitive compensation package, including:

- Annual Salary \$75,000
- Full-time equivalence is 1,664 hours per year (32 hours per week)
- Group Benefits & HOOPP pension
- Starting at 20 vacation days per year; 3 personal days per year

Those interested in this exciting and challenging career with the **SCFHT** are invited to forward a cover letter with a detailed resume including references by email to:

The deadline for applications is **February 17, 2025, at 9 am CST**

Hiring Committee at sevenden@scfht.ca

We thank all applicants for their interest. However, only those candidates being granted an interview will be contacted.