



Compassionate People. World-Class Care.

Des gens de compassion. Des soins de calibre mondial.

## Manager, Health Records

### The Ottawa Hospital

One of Canada's largest teaching and research hospitals, The Ottawa Hospital is a multi-campus academic health sciences centre serving the 1.2 million residents of Ottawa and Eastern Ontario, in both English and French. Working together with its research institute, the University of Ottawa, and other partners, the hospital is continually gaining national and international recognition for high-quality patient care, teaching and research.

The Ottawa Hospital is seeking a dynamic healthcare leader to join its team in an exciting opportunity to serve as the **Manager of Health Records Services** to support patient care through optimizing information flow through chart management, document scanning and transcription, ensuring the patient record is available for completion analysis, coding and abstracting.

Reporting to the Director of Health Records, the Manager, Health Records Services is responsible and accountable for the day-to-day operational needs, goals and objectives of the health record services across all campuses. The manager will work collaboratively with the Director to prepare and monitor the department budget complemented by a strong emphasis on ensuring quality and efficiency as key drivers in the workflow with the appropriate application of technological solutions and quality control methods. In demonstrating the TOH Values, the Manager will lead with a commitment to teamwork and quality, with compassion and respect for the individual.

The Manager will also be integral to upholding the vision of the Hospital, to provide each patient with the world-class care, exceptional service and compassion that we would want for our loved ones.

### Essential knowledge and experience

- Two (2) year college diploma in Business Administration, Health Information Management or other related discipline;
- Three (3) to Five (5) years management experience, preferably in a health records department, or other hospital experience;
- Knowledge and experience with document management and scanning processes;
- Experience in business process review and redesign;
- Knowledge of health records chart management legislated responsibilities and hospital accountabilities;
- Knowledge of hospital and medical staff rules and regulations, provincial statutes and Accreditation Canada required organizational practices as they relate to Health Records Information Management;

- Knowledge and understanding of the principles of personnel management and a practical knowledge of managing people within a collective agreement.

2

## Competencies

- Skilled at engaging and inspiring others toward a common vision;
- Skilled at assessing performance and identifying performance improvement opportunities;
- Ability to successfully lead others through change;
- Excellent interpersonal and relationship management skills;
- Excellent organizational and time management skills;
- Excellent analytical skills required for decision making;
- Ability to effectively operate computer, software, and peripheral equipment.

## Preferred Qualifications

- Undergraduate degree in Health Information Management or other related discipline;
- Certification with Canadian College of Health Information Management;
- Proficiency in English and French – oral expression (advanced level) and comprehension (advanced level).

## How to Apply

If you are interested in being part of the team of health-care professionals at The Ottawa Hospital, please submit an online application via our external website by clicking the following link and applying to **Job Opening ID 60957**.

<https://www.ottawahospital.on.ca/wps/portal/Base/TheHospital/CareersAndVolunteering/Careers>

We thank all those who apply but only those selected for further consideration will be contacted. The Ottawa Hospital is an equal opportunity employer. Upon request, accommodations due to a disability are available throughout the selection process. **The Ottawa Hospital is an equal opportunity employer**

