



Position Title: Health Records Technician
Position Status: Part Time
Rate of Pay: \$33.14 - \$34.75
Posting #: 26-83
Posting Date: May 8, 2026
Posting Deadline: Internal: May 15, 2026 @ 4 pm External: Until Filled

About the Position

Norfolk General Hospital is seeking to fill an existing part time vacancy for a Health Records Technician reporting to the Director Health Information and Privacy Officer. The candidate is committed to championing the Hospital's Mission, Vision, and Values. You are a motivated self-starter with strong organizational, time management, interpersonal skills, and enjoy taking on challenging issues. You thrive in an ever-changing environment.

Primary Duties and Responsibilities

Duties include, but are not limited to:

- All activities and responsibilities related to the profession of a certified Canadian Health Information Management professional and Code of Conduct
- Accurately complete coding and abstracting and meeting deadlines for inpatient, same day surgery, outpatient and emergency cases
- Perform quality analysis with completed abstracts prior to assisting with the submission of files to Canadian Institute of Health Information (CIHI)
- Conduct records analysis - quantitative and qualitative analysis of health information relating to Canadian Institute of Health Information, Ministry of Health and Public Hospital legislation, standards and requirements
- Perform quality assurance and utilization activities including chart audits, clinical information system review for its accuracy, maintenance of the coding and abstracting system and reference documents
- Process and complete, timely, release of information requests in accordance with Personal Health Information Protection Act and current legislation governing health information, hospital and departmental policies and procedures
- Working with providers regarding their documentation and standards

Position Qualifications

- CHIM (Canadian Health Information Management) Certification and member of Canadian Health Information Management Association in good standing is required
- Minimum 2 years' experience coding and abstracting
- Excellent working knowledge of CIHI data, CIHI data indices, CIHI tools, clinical report interpretation, data analysis, CMG methodology and RIW assignment
- Excellent working knowledge in the analysis of health information, coding and abstracting of inpatient, same day surgery, clinical, outpatient and emergency cases
- Proficiency in the collection, preparation, processing, interpretation and display of data and information
- Demonstrated working knowledge of the CHIMA Code of Practice and release of information guidelines

- Excellent knowledge of the Personal Health Information Protection Act, Public Hospital Act and other health related legislation and statutes that govern health information management, privacy and release of information
- Excellent keyboarding skills (with a minimum typing speed of 55 WPM)
- Previous and demonstrated working experience of computer skills including MS Office suite, hospital information systems, central patient index, Meditech and Med2020 preferred.
- Excellent customer relations and problem-solving skills
- Excellent communication skills and ability
- Crystal report writing and other report writing capabilities preferred.
- Ability to work well with frequent interruptions and manage multiple tasks
- Ability to work as a team member as well as autonomously
- Excellent attendance and punctuality

About Us

Located in Simcoe, Ontario, Norfolk General Hospital provides exceptional healthcare to a municipality of approximately 69,000 people. Our area of focus provides a continuum of service throughout the life span of the people we serve including Emergency, Critical Care, Obstetrics, Pediatrics, Medicine, Surgery, and Complex Continuing Care. Employing approximately 700 highly skilled and dedicated employees, Norfolk General Hospital continues to be a full service 120-bed hospital with round the clock on-call coverage of Specialists in Surgery, Anesthesia, Internal Medicine, as well as on-site 24 hour per day medical coverage.

How to Apply

Interested applicants must submit **a cover letter and updated resume** to the Human Resources Department by email at **nghhr@ngh.on.ca** referring to the above posting. External Candidates: Will remain open until filled.

NGH or NHH does not use AI to screen, assess or aid in the selection of our recruitment process.