



<b>Position:</b>	<b>Permanent Full Time Decision Support Consultant - Health Records</b>
<b>Closing Date:</b>	January 18, 2019
<b>Status:</b>	Permanent Full Time
<b>Position Description:</b>	<p>Reporting to Director, Health Information and Privacy Office and supporting clinical leadership with data analysis expertise, data collection and preparing reports. Responsible for participating in the design and implementation of communication strategies to support evidence-based decision making and monitor performance in data collection, reporting and standardization. Familiar with clinical data sources and methodologies, such as CMG/CACs/HIG/ATC and health care funding models such as QBP and HBAM.</p> <p>Possess solid communication, interpersonal and decision-making skills.</p>
<b>Qualifications:</b>	<p>Proven experience in healthcare setting Knowledge of health information systems and clinical data Preferred Undergraduate degree in Health Administration, Health Informatics or Health Information Professional or equivalent education/experience. Proficient in Microsoft Word, Excel, Access, Powerpoint Proficient in use of internet-based applications. Experience in the completion of the external reporting preferred. Demonstrated skill in interpreting and applying directives, reporting guidelines, and policy. Knowledgeable of quality and risk management principles. Good working knowledge of operations of Health Service Provider sector including acute care setting. Excellent organization and time management skills, and the ability to function well in a fast pace environment. Detail oriented with excellent presentation and communication skills. Excellent ability to manage multiple projects with tight timelines. Excellent facilitation, persuasion, negotiations and problem solving skills. Highly motivated. Excellent ability to work with staff at all levels of the organization. Ability to work independently with minimal supervision. Ability to engage internal and external stakeholders A strong sense of ethics, confidentiality, honesty and dedication. Excellent computer skills, phone skills and people skills</p>
<b>Contact Information:</b>	<p>Michelle James <a href="mailto:humanresources@wgh.on.ca">humanresources@wgh.on.ca</a> <a href="#">Woodstock Hospital</a> 310 Juliana Drive Woodstock ON CA N4V 0A4 Phone: 519-421-4211 <a href="http://www.wgh.on.ca">www.wgh.on.ca</a></p>