MEDICAL ARCHIVIST

Number of positions: 1
Status: Temporary – Full time (6 months).
Salary: 24.36 $ - 33.96 $ per hour, according to experience.

Shriners Hospitals for Children - Canada is currently looking for a Medical Archivist for a full-time, Monday through Friday contract for a period of six (6) months.

The Medical Archivist is responsible for records management, coding of records, quantitative and qualitative analysis of records, application of the record disclosure policy, research, collection, analysis and interpretation of statistical data. The incumbent collaborates with the professional team in teaching and evaluating files using objective criteria.

The incumbent must have a developed sense of customer service and mutual aid in order to support and guide internal and external clients in the management of information, respect for confidentiality and the policies in effect.

Requirements
- DEC in medical records or a diploma in medical archiving from a school recognized by the appropriate ministry or a diploma recognized by the Association des gestionnaires de l'information de la santé du Québec or by the College of Medical Archivists of Canada (Association des archivistes médicales du Canada);
- Experience in the health and social services network, an asset;
- Bilingualism (French, English);
- Membership in the Association des gestionnaires de l'information de la santé du Québec, an asset.
- Successful completion of qualification tests related to the position;
- Double vaccination COVID-19.

Social benefits
As a private establishment under agreement with the health and social services network, we offer the same conditions as the public sector, including a pension plan (RREGOP), 13 statutory holidays per year, 9.6 sick days per year, group insurance, 4 weeks of vacation after one year of service, and an employee assistance program. In addition, you will benefit from free parking (under certain conditions) or a discount for the use of public transportation (Opus card), work-life balance support, an affordable cafeteria and a social club.

Working at Shriners Hospitals for Children - Canada means working in a family-oriented environment with opportunities for learning, professional development and the chance to make a difference.

You want to work with us? Send us your resume and letter of intent to recrutement@shrinenet.org

The use of the masculine gender in this document is solely intended to lighten the text. Shriners Hospitals for Children - Canada is an equal opportunity employer and invites applications from women, visible minorities, ethnic minorities, persons with disabilities and Aboriginal peoples.