



JOB POSTING #2293
WE ARE AN EMPLOYMENT EQUITY EMPLOYER

- CLASSIFICATION:** Health Information Management Practitioner – TERM ending March 31, 2026 (with possible extension)
- HOURS:** 37.5 hours per week. All clinic sites
- DUTIES:** Core Function is to establish and maintain health records in accordance with departmental, clinic, and legislative requirements.
- Provide leadership and support to the Health Records Clerk.
 - Provide information for management regarding workflow and department supply needs.
 - Ensures knowledge and understanding of guidelines and standards set by the Canadian Health Information Management Association (CHIMA), professional code of ethics, and confidentiality.
 - Assist in establishing and implementing policies and procedures, quality improvements information management and decision-making activities of the department.
 - Coordinate formal releases of information.
 - Prepare documents for court and testify to the same, if required.
- QUALIFICATIONS:**
- Health Information Management diploma.
 - Certification with Canadian College of Health Information Management (CCHIM).
 - Registration with Canadian Health Information Management Association (CHIMA).
 - Grade 12 education.
 - Medical Terminology.
 - Intermediate computer skills.
 - Must have knowledge of and compatibility with the philosophy and policies of CHSA.
 - Pleasant telephone manner.
 - Knowledge of filing systems.
 - Must be bondable.
 - Acquire and maintain the ability to do coding and abstracting information from health records.
 - Ability to handle the physical challenges of the job such as moving file cupboards and climbing ladders.
 - Demonstrates strong interpersonal and collaborative communication skills and attitude.
 - Experience with electronic medical records would be considered an asset.

Submit cover letter and resume by 5:00 p.m. on July 11, 2025

Email: hresources@communityclinic.ca

Mail: Human Resources Department, 455 2nd Avenue North, Saskatoon, SK S7K 2C2

Saskatoon Community Clinic is committed to inclusive and accessible employment practices. We are committed to employment equity and welcome applications from all qualified candidates. People of aboriginal ancestry, people with disabilities and/or visible minorities are invited to identify themselves on application. We thank all applicants, but only those selected for an interview will be contacted.