

# Life here is good. MAHC makes it better.

**Life in Muskoka is magical. Let us help you make your move. Here's what we have to offer...**

A Collaborative Approach to Care – we give you our best in an environment of support and peer education

Recognition – we all need it and we have it, formally and informally

Recreation – whatever you love to do, you can do it here while enjoying all four seasons

**MAHC.CA**

**Working together to provide outstanding integrated health care to our communities, delivering the best patient outcomes with exemplary standards and compassion, Muskoka Algonquin Healthcare (MAHC) is a multi-faceted organization that includes Huntsville District Memorial Hospital Site and South Muskoka Memorial Hospital Site.**

## **Health Records Technician - (permanent full-time)**

A graduate of an accredited Health Information Management Program and a member in good standing with the Canadian College of Health Information Management Association, you are familiar with legislation affecting privacy, access, and disclosure. Your computer literacy and demonstrated ability with Med2020 systems, word processing, spreadsheets, and report writing software will facilitate accurate data entry, reporting, and recordkeeping. Your experience in ICD-10-CA, CCI nomenclature, and MIS reporting methodologies are complemented by your familiarity with Med2020 Coding/Abstracting Systems. You have strong interpersonal and communication skills and are willing to participate in the Continuing Professional Education (CPE) program in order to maintain certification. You possess in-depth knowledge of CIHI guidelines/principles, a familiarity with MOH funding practices, and a thorough understanding of medical terminology. Your computer literacy includes experience with Outlook, operating systems, and Microsoft Office (specifically Word and Excel) and rapid and accurate typing. Highly organized with excellent time management skills, you are able to use good judgment when working independently and as part of a team.

Only those candidates selected for an interview will be contacted.

Applicants interested in becoming a part of an energetic, caring team in a fast-paced and rewarding environment can make enquiries or send a current resume to:

**Human Resources Department, Muskoka Algonquin Healthcare**  
**100 Frank Miller Drive, Huntsville ON P1H 1H7 e-mail: [jobs@mahc.ca](mailto:jobs@mahc.ca) (705) 789-0022 ext. 2374**

*We are committed to a selection process and work environment that is inclusive and barrier-free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*



**MUSKOKA ALGONQUIN**  
**HEALTHCARE**