

# HEALTH INFORMATION AND RECORDS ANALYST – SUMMER STUDENT

Reference #: 2024-26

## **Strong. Proud. Uplifting.**

At Ornge, we believe that ordinary people can do extraordinary things.

Each day, we connect communities with critical care across Ontario, Canada. In the air and by land, our teams deliver equity in emergency response, uplifting the lives of those in our care.

We're excited to onboard individuals who bring energy, enthusiasm, and professionalism to our growing group of difference-makers and life-changers.

Discover Ontario, Canada, and an exciting career with Ornge.

**Position Available:** Health Information and Records Analyst

**Position Status:** Student, Full Time Contract (May 2024 to August 2024)

**Location:** 5310 Explorer Drive, Mississauga

**Reporting To:** Director, Decision Support

**Hours of Work:** Monday – Friday, 8:30 am – 4:30 pm

## **Position Summary:**

Student will be a member of the Health Records team, where interaction with senior team members is a vital part of the day-to-day activities for this position. Responsibilities will be outlined at the start of the employment period and will be reviewed on a bi-weekly basis. Position will be supervised by the Director, Decision Support.

## **Responsibilities:**

- Data entry of air ambulance call reports (AACR) including data entry validation and reliability testing procedures;
- Audits data entry of paramedics in accordance with data quality standards;
- Takes an active role in process improvement;
- Participates in all activities related to the on-site and off-site storage of health records including the organization and maintenance of an electronic filing system and manual records;
- Scans all related information to complete patient health records;
- Provides support to internal and external users of the electronic Patient Care Record system.

### Education:

- Enrolled in post-secondary education in Healthcare Informatics or other related healthcare field;
- This position will include exposure to patient records and the requirements for Personal Health Information and Privacy. Clinical data gathering and interpretation are required. Exposure to clinical standards and medical terminology would be part of daily responsibilities;
- High quality and accurate information are required. Reconciliation and data validation are key to this position;
- Ability to work with high expectation of confidentiality;
- Advanced proficiency in Microsoft applications;
- Understanding of basic statistics and methods, including reliability/validity assessment;
- Organizational and planning skills with the ability to multi-task and meet conflicting deadlines are essential.

### At Ornge, we are:

- Community connectors
- Equity in healthcare
- Strong in our convictions
- Proud of the services we provide
- Uplifting in our mission, values, and services

### You can expect us to be:

- Promoters of diversity
- Champions of inclusion and accessibility
- Committed to your career advancement
- A tight-knit culture
- Competitive in pay, benefits, vacation time, and more

### A bit about you:

- You're driven by the desire to make a difference
- Excited by problem solving, you excel at in-the-moment decision making
- Teamwork has always been where you thrive
- You're ready to put your skills into action in a fast-paced environment

### What's next:

- If you're ready to uplift lives, we invite you to apply [on-line](#) no later than April 15, 2024.
- Your resume will be reviewed and only those selected for further consideration will be contacted.
- If you require a disability accommodation in order to participate in the recruitment process, please contact us at 647-428-2005 and request the HR Department to provide your contact information. Accommodation is available under the Human Rights Code and in accordance with the Accessibility for Ontarians with Disabilities Act. A Human Resources representative will contact you within 48 hours.

Are you ready to pursue a career that has a profound impact on communities across Ontario, Canada? Join us.

Ornge. Lives uplifted.

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HR Recruiter  
Hiring Manager

Jessie Cullinane (Primary)  
Loren Ferguson (Primary)