

Health Information Manager

We are seeking a HIM to join our team at Castlecrag Private Hospital. This is a permanent part-time position that will see you working with the Director of Finance in leading a successful team Health Information Services function. Flexible working hours available with opportunities for remote working.

About the Role

Castlecrag Private Hospital is a boutique hospital providing a wide range of health care services including cosmetic surgery, ENT, Orthopaedics and medical services.

In this role you will support the Director of Finance and ensure data is collected, collated and managed in line with hospital and relative legislative requirements. You will be required to provide accurate and timely coding of diagnosis and procedures using current coding standards.

About You

To succeed in this role you will be an experienced coder with highly developed interpersonal skills and problem solving abilities. You will be a team player who is passionate about collaborating with all departments and other Ramsay hospitals to achieve the best outcomes for our patients.

The successful candidate will have the following essential qualifications;

- Diploma/ Bachelor of Health Information Management (or equivalent)
- Eligible for membership with Health Information Management Association of Australia (HIMAA)
- Effective communication skills
- Proven ability to work effectively in a team environment and independently as required

The successful candidate will have the following desirable qualifications;

- A minimum of 2 years of hospital medical records coding experience across a variety of specialities
- Previous private health experience
- Advanced skills at data collection and interpretation
- Knowledge of health fund contracting experience

About Ramsay

Located on Sydney's lower North Shore, Castlecrag Private Hospital offers progressive, personalised and private care in tranquil surroundings. The hospital is owned and operated by Ramsay Health Care, a global operator of private hospitals and primary care clinics with 72 Australian sites employing over 30,000 people. We have been focused on delivering high-quality patient care and practising the Ramsay Way philosophy of *'People Caring for People'* since 1972. Benefits of working with us include;

- Professional Development – Grow your career across our national network!
- Extensive Employee assistance program
- Industry discounts across private health insurance, retail services, financial services and more.

Requirements

All applications must be lodged online. Please click the Apply button within this ad to lodge an application (applications should include CV and 2 current work-related referees).

All new employees

- **must be up to date in their vaccination against COVID-19 (including the third dose, as required)** using a vaccine approved by the Australian Technical Advisory Group on Immunisation.
- *Must provide a National Police check* conducted within the previous 12 months

According to the role, Ramsay may require a Working-With-Children check and proof of immunisations against infectious disease.

If you would like to discuss this opportunity, please contact Stephen Connors, Health Information Services Manager on 07 5598 9035.