



## **Assistant Medical Records Manager – 6 Month Term**

Location – Sydney Adventist Hospital, Wahroonga, NSW

Sydney Adventist Hospital (the SAN), an entity of Adventist HealthCare Limited, is a “not for profit” teaching hospital affiliated with the University of Sydney and is the largest private hospital in NSW. With a capacity of over 550 licensed overnight beds, the SAN provides acute medical, surgical and obstetric care. This includes complex cardiac, orthopaedic, neurosurgical, cancer, emergency, diagnostic and outpatient services.

A six month fixed term full-time Health Information Manager position has become available within the Medical Records Department. This senior role will assist the Medical Records Department for six months while the incumbent Medical Records Manager is on secondment to another role within the hospital.

The successful applicant will possess the following mandatory attributes;

- HIM Degree (or higher) qualifications and at least 5 years’ experience managing all operational activities of the Medical Records Department within a complex tertiary institution
- A thorough understanding of and experience with advanced digital approaches to health care processes
- Excellent leadership and mentoring skills necessary to support a dedicated team of 30 HIMs, Clinical Coders and administration staff
- Excellent verbal and written communication skills to ensure all staff understand and achieve their operational targets
- A passion for high quality clinical documentation
- An innovative approach to problem solving
- A proven track record in successful change management in a complex acute care setting
- A thorough knowledge and understanding of Casemix principles and funding models within the private healthcare sector

This is an exceptional opportunity to assume responsibility for a high achieving department within a complex and growing organisation.

Please forward your application and CV to Mr Steve Salmon, Assistant Director Commercial Services, email [Stevesa@sah.org.au](mailto:Stevesa@sah.org.au) by closing date 15 March 2019. Alternatively, for a confidential discussion you are encouraged to contact Mr Steve Salmon on 9487 9731.