

**Employment Bulletin No. 5210****27<sup>th</sup> July, 2010**We are seeking **internal** and **external** expressions of interest for:**Manager Health Information Services –  
Maternity Leave replacement from  
04.10.2010 to 06.01.2012****Permanent Full-time 80 hours per fortnight**

We are seeking a Health Information Manager to lead our Health Information Services team; the successful applicant must have a degree in Health Information Management or equivalent. Health Information Services is responsible for the management of several areas including Health Information Managers, Ward Clerks, HIS Support Officers, Intake Officers, Health Information Officer and Data Reporting and Training Co-ordinator. Djerriwarrh Health Services provides acute, ambulatory and community health care to clients with Health Information Management having responsibility across all sectors.

**Duties associated with this role include;**

- To co-ordinate the collection, maintenance, storage, security and retrieval of the health services health information and medical records;
- To co-ordinate and manage electronic Patient Management Systems (iSoft, CPF);
- To co-ordinate and manage mandatory health information data reporting to external agencies;
- To ensure diagnosis and procedure coding is performed in an accurate and timely manner;
- To provide health information to both internal and external requestors, in accordance with hospital policies and statutory requirements;
- To ensure the design and content of the medical record meets the needs of users and conforms to recognised standards;
- To co-ordinate and manage the activities and role of Health Information Managers (HIMs) and other Health Information Services staff throughout the organisation;
- To act as the Freedom of Information Officer (or delegate to), and Privacy Officer for the organisation.

**Applications Close: 13<sup>th</sup> August, 2010**

To find out more about this opportunity or to obtain a position description and key selection criteria, please contact Melinda Sammut by phoning 03) 5367 2000, visiting our website [www.djhs.com.au](http://www.djhs.com.au) or emailing [melindas@djhs.org.au](mailto:melindas@djhs.org.au). When applying please quote the job reference number **DJH49/10**, address the key selection criteria; include a resume and the names of two professional referees.

Applicants may email or send their applications to:  
**Melinda Sammut, Human Resources Officer**  
**Djerriwarrh Health Services**  
**PO Box 330, Bacchus Marsh, Victoria 3340**

**The successful applicant will be required to supply a current police records check.**