

Health Records Clerk

Full Time

Department: Health Records

Reports To: Manger of Admitting, Health Records & Privacy

Job Summary:

The Health Records Clerk works collaboratively with all members of the Health Records department and interdisciplinary team. Professional ethics and proper regard for confidential/privacy issues are maintained at all times.

Qualifications:

- Health Records Clerk Course or Equivalent College Course
- Must have completed Grade 12 or GED equivalent
- Must be available to work all assigned shifts, mainly evenings (2:00pm-10:00pm)
- Completion of a Medical terminology course is preferred
- A minimum of one (1) years previous experience in a Health Records department would be an asset
- Experience/knowledge with computer systems and various software programs.
- Professional ethics and proper regard for confidential/privacy issues
- Ability to organize and prioritize workload
- Ability to analyze information/problems and develop solutions and recommendations
- Individual must be self-motivated, possess excellent communication, organizational, interpersonal and problem solving skills.
- Must be physically able to perform the duties of this position, which include lifting 30lbs and fine motor control as per job demands analysis

Job Duties:

- Chart Assembly and Filing
- Chart Retrieval
- Release of Health Information
- Other Duties as assigned.

Salary: \$22.46-\$24.23 per hour.
Benefits in accordance with the CUPE Collective Agreement

Closing Date: When filled.

Submit Application To: Human Resources Recruitment
Box 909, Sioux Lookout, On P8T 1B4
(807) 737-3030, Email: careers@slmhc.on.ca, Fax: (807) 737-6263

Competition No. MR 04/19
Please quote on your application.

Visit our website: www.slmhc.on.ca for more information. Only those candidates selected for an interview will be contacted, we thank all others for their interest. An acceptable criminal reference check and immunization records will be required from the successful candidate. Upon request, accommodations due to a disability are available throughout the selection process. SLMHC is an equal opportunity employer and a scent-free facility



SIoux LOOKOUT
Meno Ya Win
HEALTH CENTRE