



**North Eastman Health Association Inc.
Job Description**

**Health Information Clerk
DRAFT**

Position Summary

Under the direction of the Health Information Services Manager the Health Information Clerk is responsible for the processing of inpatient and outpatient records, providing admitting functions as well as relief transcription services, in a manner consistent with standards, legislation and policy. The responsibilities of the Health Information Clerk are consistent with the Values, Vision and Mission of the North Eastman Health Association Inc.

Reports To: Health Information Services Manager

Union: MGEU – Facility Support

Qualifications:

Education and Experience

- Completion of Grade 12.
- Completion of recognized course in medical terminology or previous experience
- Completion of a recognized course in medical transcription or previous experience
- Previous experience in a health care setting

Knowledge, Skills and Abilities

- Ability to work independently.
- Proficient in computerized word processing programs.
- Effective communication skills.
- Ability to foster and maintain positive working relationships both individually and in a team setting.
- Demonstrated strong organizational skills and abilities.
- Excellent customer service skills.
- Satisfactorily demonstrate skills, efficiency, concern and diligence in performance of duties with a minimum of direct supervision.
- Demonstrate considerable courtesy and tact in dealing with patient, visitors, hospital staff and external health providers. (ie. Home Care, clinics).
- Knowledge of privacy legislation and ability to protect and maintain the privacy and security of all personal health information.

Position Duties and Responsibilities:

1. Filing of medical reports, forms and records.
2. Process correspondence and documentation pertaining to patient records.

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3. Assist with processing of health records.
 4. Processes deceased records and performs destruction as per policy.
 5. Provide relief medical transcription services as required.
 6. Assist with the compilation of monthly out-patient statistics.
 7. Receive incoming telephone calls.
 8. Perform other related duties as required.
 9. Assists and provides relief for Admitting Clerk as required.

Revised:

Date

Approved by:

Manager/ Supervisor

Date

Approved by:

Vice President/ CEO

Date

Reviewed by:

Director, Human Resources

Date

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