



## MEDICAL RECORDS CLERK-HEALTH RECORDS (Job Id 1063)

LOCATION	UNION	WORK TYPE
St. Mary's General Hospital	Clerical	TFT
POST DATE	CLOSE DATE	ASSIGNMENT END DATE
4/30/2021	5/7/2021	6/13/2022
SHIFT	# OF OPENINGS	MIN/MAX HOURLY RATE
	1	\$23.14-24.47

*St. Mary's General Hospital's renewed vision of 'Inspiring excellence. Healthier Together' lays out a plan for growth, and innovation that will keep pace with the community and region that it serves. It also reflects our strong culture and values of compassion, respect, inclusion, integrity, collaboration and innovation that we bring to each interaction with patients and each other within the hospital and extends that commitment to how we will work with our partners across the health system. When you join St. Mary's, your contribution will make a positive impact to the quality of life for patients and families. You will contribute to our mission: Living the legacy – Compassion. Faith. Discovery.*

New employees must provide documentation of a 2-step TB screening, as well as proof of immunity to measles, mumps, rubella, and varicella (chickenpox) prior to their start date at St. Mary's General Hospital. **Staff will require clearance from Employee Health and Wellness before they are able to begin any position within SMGH.**

### **Position Summary:**

The Medical Records Clerk will maintain control and security of patient health records from reception to permanent filing following appropriate processing including assembly, scanning, quality assurance and filing and appropriate chart retrievals.

### **Position Responsibilities:**

#### **Health Record Management**

- Process charts to ensure Department has received all records.
- Communicates with unit/department when there are charts missing
- Compile charts according to appropriate assembly order.
- Scan appropriate reports/records.
- Maintain chart control through tracking and monitoring procedures.

- Retrieve charts as needed for requests/studies and reviews.
- Maintain filing.
- Perform merging of duplicate records, cross referencing in provincial EMPI data base.
- Process loose reports.
- Demonstrate values and a commitment to foster a healthy, supportive work environment dedicated to delivering a high quality care experience through compassion, innovation and respect.
- Effectively apply organizational and time management skills to prioritize workload, to problem solve, and to adapt to frequent interruptions and change.

### **Reception and Release of Information**

- Answer telephone inquiries.
- Redirects calls when appropriate.
- Process release of information requests from Physicians' offices and other Health Care Facilities.
- Adapt communication and interpersonal skills to deal effectively with patients and their families, co-workers, physicians, volunteers and others within our health care community.
- Other related duties as assigned or required.

### **Position Requirements:**

- Minimum Grade 12 education or equivalent.
- Graduate of a Certified Medical Terminology Course.
- Successfully able to Keyboard at a minimum of 50 w.p.m. with minimal error and accuracy.
- Proficient experience using and navigating word processing software including Microsoft Word, Excel, and Power Point.
- Able to effectively demonstrate accuracy and attention to detail while indicating flaws and inconsistencies within medical documents.
- Strong interpersonal skills and ability to present a positive image to customers and public.
- Able to effectively work with minimal supervision while producing exceptional quality of work.
- Successfully able to perform their function in accordance with prescribed standards that focuses on the priority of People Safety and the delivery of the highest standard of Quality Care.
- Demonstrate the physical and mental capabilities necessary for proper and efficient performance of the essential duties of the position.

### **Preferred Requirements:**

- Prior Health Records experience is highly preferred.
- Proficient in Medical Terminology

**All interested applicants are to email their resume and cover letter to [recruiting@smgh.ca](mailto:recruiting@smgh.ca) quoting the JOB ID # in their subject line.**

*SMGH fosters a culture of inclusiveness, patient and staff safety. All reasonable accommodations will be made for this position.*

**Application Instructions:**

\*As per the collective agreement, the internal recruitment process will be completed prior to the consideration of external applications.

Accommodations are available during all stages of the recruitment process in accordance with the Human Rights Code. SMGH requires all new hires to submit a valid Criminal Record Check that may include a Vulnerable Sector Screen prior to start date.

SMGH is committed to complying with the Accessibility for Ontarians with Disabilities Act (AODA) to provide an inclusive, barrier free workplace. We will accommodate the accessibility needs of individuals with disabilities to support participation in all aspects of the recruitment process. Should you require this accommodation, please email [recruiting@smgh.ca](mailto:recruiting@smgh.ca).

We would like to thank all candidates in advance for their interest and only those candidates selected for an interview will be contacted. Due to the volume of applications we receive, we are unable to confirm the receipt of individual applications or resumes.