



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CASUAL CAREER OPPORTUNITY

Health Records Clerk

LOCATION: Gillam, MB

FACILITY: Gillam Hospital

SUMMARY

Responsible for the management of an efficient health record system, the Health Records Clerk will ensure that organized and secure health records are maintained. Is accountable for the correct identification and filing of client reports, along with identifying record deficiencies through quantitative and qualitative analysis in accordance with regional standards. Provides facility support in retrieving health information, ensuring timely access, and maintaining up to date chart location systems.

QUALIFICATIONS

- Grade 12 education or equivalent
- Completion of Medical Office Assistant or Administrative Assistant program (other combinations of education and experience may be considered)
- Completion of a recognized Medical Terminology course
- Knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Previous clerical experience in a healthcare setting
- Knowledge of the Personal Health Information Act (PHIA) and other healthcare related legislation
- Experience working in the Electronic Medical Record (EMR)/Electronic Patient Record (EPR)
- Accurate word processing at 40 words per minute (typing test will be required)

JOB POSTING NUMBER	TH-2019-0020
DEPARTMENT	Gillam Hospital
JOB STATUS/FTE	Casual
TERM (if applicable)	NA
HOURLY WAGE RANGE	\$17.615 - \$20.420
UNION AFFILIATION	UFCW

FULL JOB DESCRIPTION AVAILABLE ON REQUEST

Indigenous applicants are encouraged to self-declare when submitting applications & resumes.

We thank all candidates for applying. Only those selected for interview will be contacted.

For more information or to apply, please contact:

Lori Rasmussen, Recruitment Officer

867 Thompson Drive South, Thompson, MB, R8N 1Z4

Fax: 204-778-1477 Email: recruiteast@nrha.ca

Local: 204-778-1455 or Toll Free: 1-866-758-7871

www.northernhealthregion.ca

CLOSING DATE: Until Filled