



CASUAL NOTICE

Health Records Clerk

The Pas Health Complex
Health Information Services

If interested, apply online at <http://www.northernhealthregion.ca/careers/>

QUALIFICATIONS

- Grade 12 education or equivalent
- Completion of Medical Office Assistant or Administrative Assistant program (other combinations of education and experience may be considered)
- Knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Previous clerical experience in a healthcare setting
- Accurate word processing at 40 words per minute (typing test will be required)
- Completion of a recognized Medical Terminology course
- Satisfactory employment record required
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80), if not on personnel file

- **For a full listing of qualifications please:**
- **Refer to the Job Description which is posted on the Intranet under Resources/Human Resources/Job Description, then select the applicable department; or,**
- **Contact Human Resources to request a copy.**