



**NORTHERN  
HEALTH REGION**

*A Culturally Diverse  
Organization*

# CASUAL NOTICE

## HEALTH RECORDS CLERK

**Location: Thompson, MB.**

**Facility: Thompson General Hospital**

<b>JOB POSTING NUMBER</b>	N/A	<b>POSITION CODE</b>	115-7HIM-HRC_99
<b>DEPARTMENT</b>	HEALTH INFORMATION SERVICES		
<b>JOB STATUS</b>	CASUAL		
<b>WAGE RANGE</b>	\$17.967 - \$20.829	<b>UNION AFFILIATION</b>	CUPE (UFCW Collective Agreement)
As a result of the Health Sector Bargaining Review Act, this position falls within the above noted existing Collective Agreement and will be administered by the successor union until a new Collective Agreement is ratified. In the event that you have any questions, please contact your Human Resource Department.			

### POSITION 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. Also provides general office administration support to the Health Information department. While maintaining confidentiality in all matters related to clients, staff and the organization the incumbent works cooperatively in a matrix structure to support the functions of Health Information Services.

The incumbent must fulfill the requirements of the Criminal Records/Vulnerable Person, Child Abuse Registry check and Adult Abuse Registry check, and adhere to all Northern Health Region (NHR) policies and procedures.

### 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)
- Ability to transcribe voice dictation may be required
- Effective written and verbal communication skills
- Ability to speak of Cree an asset
- Pleasant and courteous telephone manner
- Demonstrates interpersonal skills through clear communication and positive behavior
- Ability to respect and promote a culturally diverse population
- Ability to work effectively in a multi-disciplinary team
- Good organizational skills and the ability to work independently
- Satisfactory employment record required
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80). Waived for internal candidates with current checks on file.

**For a full listing of qualifications please:**

- **Internal Candidates: Refer to the Job Description which is posted on the Intranet under Department/Human Resources/Job Description, then select the applicable department; or,**
- **External Candidates: Contact Human Resources to request a copy**

Northern RHA strives to have a diverse workforce in an inclusive and accessible workplace, which provides opportunity for reasonable accommodation.

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.

**Using Google Chrome, Apply online at [www.northernhealthregion.ca](http://www.northernhealthregion.ca)**

**OPEN UNTIL FILLED**

*Note: In the event of technical difficulties with the online application, please contact Human Resources at [HRARegional@nrha.ca](mailto:HRARegional@nrha.ca) for assistance.*

Awarded to: \_\_\_\_\_

Date: \_\_\_\_\_