



# CAREER OPPORTUNITY

## HEALTH RECORDS CLERK

Location: Thompson, MB

Facility: Thompson General Hospital

|                    |                             |                   |                         |
|--------------------|-----------------------------|-------------------|-------------------------|
| JOB POSTING NUMBER | TM-2023-627                 | POSITION CODE     | 115-7HIM-HRC_05         |
| DEPARTMENT         | HEALTH INFORMATION SERVICES |                   |                         |
| JOB STATUS/FTE     | Term/1.0 FTE                | ANTICIPATED SHIFT | D8.25/E8.25             |
| TERM EXPIRY        | Indefinite                  |                   |                         |
| WAGE RANGE         | \$19.763 - \$22.910         | UNION AFFILIATION | CUPE (Facility Support) |

*This is an indefinite term position; expiry date of term position is subject to change with a 24 hour notice.*

### 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.

### 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)
- 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 [recruiteast@nrha.ca](mailto:recruiteast@nrha.ca) for assistance.*