



# *Provincial Job Description*

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***TITLE:***  
**(110) Health Records Clerk**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Assists in the establishment and maintenance of health records in accordance with departmental, regional and legislative requirements.**

***QUALIFICATIONS:***

- ◆ **Office Education certificate**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic medical terminology**
- ◆ **Basic computer skills**
- ◆ **Communication, organizational and interpersonal skills**

***EXPERIENCE:***

- ◆ **Previous: No previous experience.**

## ***KEY ACTIVITIES:***

### **A. Chart Maintenance**

- ◆ Collects, sorts and assembles health records.
- ◆ Purges health records, shreds discarded documents, microfilms/files retained documents.
- ◆ Maintains chart tracking/locator systems (e.g., signing out health records, updating their location and signing them back in).
- ◆ Retrieves and delivers health records for departments/clinics/physicians, as requested (e.g., study/research, release of information).
- ◆ Files health records, creates new folders when necessary.
- ◆ Collects and sorts late loose reports, obtains file number and/or discharge date, locates chart and files report.
- ◆ Maintains file room (e.g., adjust charts on shelves).
- ◆ Maintains accurate database with respect to health record numbers (e.g., duplicate patients/charts, where required).

### **B. Health Records Duties**

- ◆ Assists with month-end procedures.
- ◆ Assists with Quantitative Analysis of inpatient/outpatient records.
- ◆ Performs data entry, as required.
- ◆ Processes release of information correspondence (e.g., photocopies records).
- ◆ Assists with the preparation and collection of statistics.

### **C. General Office Duties**

- ◆ Provides office reception duties (e.g., telephone, switchboard, Lifeline, book appointments).
- ◆ Orders office supplies.
- ◆ Processes mail, photocopies, faxes.
- ◆ Performs billing duties.
- ◆ Assists with preparation of forms for registering newborns, where required by the job.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ May act as a recording secretary, where required by the job.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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*Date: 2005*

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