



# *Provincial Job Description*

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**TITLE:** (246) Health Records Clerk & Medical Transcriptionist

**PAY BAND:** 9

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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. Performs transcription of reports.

**QUALIFICATIONS:**

- ◆ Office Education certificate
- ◆ Medical Specialty certificate

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Intermediate computer skills
- ◆ Intermediate keyboarding skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work independently

**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., photocopy records).
- ◆ Assists with the preparation and collection of statistics.

### **C. Transcription**

- ◆ Transcribes client histories, physicals, discharge summaries, pathology reports, operative reports, radiology reports, labour and delivery notes.
- ◆ Transcribes letters, memos, administrative reports, follow-up and appointment letters.

### **D. General Office Duties**

- ◆ Provides office reception duties (e.g., answer 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.**

*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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