


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Health Records Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>110</u></p>
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<p>Decision Making</p> <p>Assists in the establishment and maintenance of health records by ensuring complete and retrievable files. Clearly prescribed practices/standards are followed for assembly, quantitative analysis, release of information and month end procedures.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Education</p> <p>Grade 12. Office Education certificate (1200 hours).</p>	<p><u>3.5</u></p>
<p>Experience</p> <p>No previous experience. Six (6) months on the job to become familiar with the filing system, computer system and related programs/software, and region/facility/department policies and procedures.</p>	<p><u>2.0</u></p>
<p>Independent Judgement</p> <p>Performs Release of Information duties following department/regional policies and legislative requirements. Has some choice of action when assisting with quantitative analysis duties, following facility policies and procedures.</p>	<p><u>2.5</u></p>
<p>Working Relationships</p> <p>Has regular contact with ward/clinic staff, physicians requiring tact and discretion when discussing health record issues.</p>	<p><u>2.5</u></p>

Impact of Action	Degree
Provides complete and retrievable records following prescribed standards to meet quality and service requirements. Impacts have a limited affect on clients/patients/residents; misfiled health records/reports may delay related services.	<u>1.5</u>
Leadership and/or Supervision Provides orientation to staff.	<u>1.0</u>
Physical Demands Regular physical effort while walking, standing, lifting, filing, sorting and keyboarding using accurate fine movements.	<u>2.0</u>
Sensory Demands Regular sensory effort while filing, sorting, reading, computer work and telephone reception with periods of multiple sensory demands.	<u>2.0</u>
Environment Regular exposure to minor disagreeable working conditions such as dust, poor ventilation, poor lighting and isolated file rooms.	<u>3.0</u>