

# Provincial Job Description

TITLE: PAY BAND:

(246) Health Information Management Clerk & 9 Medical Transcriptionist

### FOR FACILITY USE:

#### **SUMMARY OF DUTIES:**

Assists in the establishment and maintenance of health information management in accordance with departmental and legislative requirements. Performs medical transcription for physicians and other health care professionals.

# **QUALIFICATIONS:**

♦ Medical Office Administration diploma\*

## KNOWLEDGE, SKILLS & ABILITIES:

- **♦** Intermediate computer skills
- **♦** Advanced keyboarding skills
- **♦** Communication skills
- ♦ Organizational skills
- **♦** Interpersonal skills
- **♦** Ability to work independently

#### **EXPERIENCE:**

**♦** Previous: No previous experience.

#### **KEY ACTIVITIES:**

#### A. Chart Maintenance

- ♦ Collects, sorts, scans and assembles/disassembles 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).
- **♦** Locates and delivers health records for departments/clinics/physicians, as requested (e.g., study/research, release of information).
- Files health records and 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/archive rooms.
- ♦ Maintains accurate database with respect to health record numbers (e.g., duplicate patients/charts).

# **B.** Health Information Management Duties

- **♦** Assists with month-end procedures.
- **♦** Performs quantitative analysis of inpatient/outpatient records.
- ♦ Performs data entry.
- ♦ Processes release of information correspondence (e.g., photocopies records).
- **♦** Assists with the preparation and collection of statistics.
- ♦ Assigns charts to appropriate staff and physicians for completion.

#### C. Transcription

- ♦ Performs medical transcription duties (e.g., client history, physicals, discharge summaries, pathology reports, operative reports, radiology reports, labour and delivery notes).
- ♦ Performs other transcription duties (e.g., letters, memos, administrative reports, followup and appointment letters).

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

- **♦** Provides office reception duties.
- ♦ Orders and restocks supplies.
- ♦ Processes mail, photocopies, faxes, scans.
- **♦** Performs billing duties.
- ♦ Assists with preparation of forms for registering newborns.

D. General Office Duties (Cont'	d)
---------------------------------	----

- ♦ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- **♦** Takes minutes.

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.

Validating Signatures:		
CUPE:	SEIU:	
SGEU:	SAHO:	

Date: May 16, 2024 \*Updated October 22, 2025