



# Provincial Job Description

---

---

**TITLE:** (246) Health Information Management Clerk & Medical Transcriptionist  
**PAY BAND:** 9

---

---

**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 Administrative Assistant 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, follow-up 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***