



Provincial Job Description

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

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists in the establishment and maintenance of health records 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:

- ◆ Basic computer skills
- ◆ Advanced keyboarding skills
- ◆ Basic medical terminology
- ◆ 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 Records Duties

- ◆ Assists with month-end procedures.
- ◆ Assists with 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.

C. Transcription

- ◆ Performs medical transcription duties (e.g., client histories, 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 and faxes.
- ◆ Performs billing duties.
- ◆ Assists with preparation of forms for registering newborns.
- ◆ 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: March 8, 2017