Interlake–Eastern
Regional Health Authority

EMPLOYMENT OPPORTUNITY

Competition Number:	**SEL AC 257/14 (Please state this number when applying)**
Position Title:	Health Information – Admitting Clerk
Position Code:	HISELKADM 13
Facility/ Site/ Location:	Selkirk & District General Hospital
FTE:	0.20 MAT LOA (April 26, 2014 – April 18, 2015) (Subject to written notice of a minimum of 2 weeks, or 1 pay period whichever is longer)
Hours of Work:	Hours 7.5 – Days (Every other weekend)
Union:	MGEU Facility Support
Wage/ Salary:	$16.152 - $18.724

Position Summary: Responsible for the accurate and concise collection of patient information, and the maintenance, and distribution of this information to appropriate departments. Processes health information to ensure the maintenance of an efficient health record system. Responsible for telephone/reception duties, and effective communication of information to hospital staff and other health care providers using the appropriate systems.

Qualifications:

- Completion of the Medical Administrative Assistant Certificate program required or equivalent skills gained through work experience.
- Completion of a Medical Terminology Course required
- Completion of a Medical Secretary/Office Assistant program will be considered.
- Minimum Grade 12 Education
- Excellent communication skills
- Basic knowledge of Microsoft Office computer software programs. Typing speed of 45 words per minute
- Ability to effectively work in a fast paced, client oriented environment
- Ability to demonstrate considerable judgment, courtesy, and tact in dealing with patients, visitors, co-workers, physicians and the public
- Ability to work independently. Demonstrated strong organizational skills
- Ability to keep patient/client matters confidential and in compliance with the Personal Health Information Act.

Date Posted:	**February 19, 2014,**
Closing Date/Time:	**February 26, 2014 at 4:00 pm**
Please submit resume/Applications online or send to:	**Human Resources Assistant** **Interlake-Eastern Regional Health Authority** **P.O. Box 5000 100 Easton Drive** **Selkirk, MB, R1A 2M2** **Email: hr@ierha.ca** **Fax : 204 785 9113 Phone: 204 785 7408**

- **Internal applicants** must include a current resume and copies of all required certificates or licenses with application upon change of classification/ program.
- **External applicants** must include a current resume and/ or a completed application form and copies of all required certifications or licenses with application.

The Interlake – Eastern Regional Health Authority is committed to increasing the representation of Aboriginal people at all levels within our workforce. We encourage successful Aboriginal applicants to self-declare by completing a *Voluntary Self-Declaration Form* available online @ www.ierha.ca or at any of our sites.

Successful applicants are subject to a pre-employment security check.