



POSITION DESCRIPTION

POSITION TITLE:	HEALTH INFORMATION CLERK III (SELKIRK)
DEPARTMENT:	HEALTH INFORMATION SERVICES
CLASSIFICATION:	HEALTH INFORMATION CLERK III
UNION:	MGEU – FACILITY SUPPORT
STD. GRP#:	104

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	SUPERIOR, HEALTH INFORMATION SERVICES
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Responsible for the management of an efficient health record system, the Health Information Clerk III will ensure that organized and secure health records are maintained and is accountable for the correct identification and filing of patient reports, along with the maintenance of the health record deficiency system in accordance with the regional standards. The Health Information Clerk III provides facility support for retrieving health information, ensuring timely access, and maintaining an up to date chart location system. The Health Information Clerk III also provides general office administration support to the department. While maintaining confidentiality in all matters relating to clients, staff and the organization, the incumbent works co-operatively in a matrix structure to support the functions of Health Information Services. The position of Health Information Clerk III functions in a manner consistent with and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Assembles the health record in accordance with the prescribed assembly order.

- Accountability of health records for all discharged cases. Respective discharge reports are generated from the ADT system and used to monitor receipt of all records.
- Responsible for scanning and uploading of records into the electronic document management system.
- Responsible for the reconciliation and integrity of records during the imaging process.
- Delivery and retrieval of records from clinical areas in the facility when required for patient care.
- Reviews the health record to identify any chart deficiencies, flags the deficiencies for completion and updates the chart deficiency system.
- Ensure that all late lab results, including pathology reports, are processed in a timely manner and forwarded to the physician for review prior to filing.
- Account for all pathology/cytology reports according to the specimen log sheets received from the clinical areas.
- Receives incoming telephone calls within the department, ensuring appropriate distribution.
- Maintains the health records filing system in accordance with the retention & destruction policies, including the retrieval, and processing for off-site storage.
- Distributes copies of Emergency Treatment Records to identified primary care providers.
- Releases personal health information in accordance with the Personal Health Information Act.
- Collection of statistical information.
- Processes workers' compensation visit information, ensuring timely submission of the required reports.
- May serve as a facility Event Registrar, ensuring that Death and Birth Certificates are completed and submitted to Vital Statistic in accordance with the prescribed requirements.
- Receives and distributes incoming and outgoing mail.
- Works collaboratively with the facility Business Office, to ensure invoices related to non-insured services are processed accordingly.
- Participates in any quality improvement initiatives within the Health Information Services Department.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of a Medical Office Assistant Program
- Recognized Medical Terminology Course
- A combination of education and experience may be considered.

REQUIRED KNOWLEDGE:

- Must be proficient with basic computer skills
- Must have a working knowledge of the provincial privacy legislation

EXPERIENCE REQUIRED:

- Minimum two (2) years' experience working in a health care setting preferred

SKILLS/COMPETENCIES:

- Demonstrated effective communication skills
 - Must be professional and discrete in all areas of responsibility
 - Ability to effectively work in a team environment
 - Must be able to work independently
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
October 2022
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Regional Lead/ CEO _____
Date

Reviewed by: _____
Regional Lead, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.