



JOB POSTING – WINGHAM SITE

POSITION POSTING # W20-88
POSITION: Health Records File Clerk
UNIT: Health Records
STATUS: Casual
START DATE: September 21, 2020

SALARY RANGE: \$21.90 -\$23.27 per hour

POSITION SUMMARY:

As part of the Health Records Department the File Clerk is responsible for ensuring paper based reports of personal health information are filed correctly and neatly in patient files. Maintaining filing system of patient files, both electronically and in paper form.

QUALIFICATIONS:

- High school graduation Diploma or equivalent
- Medical Terminology Course (less than 6 months)
- 3 months experience in a health care environment

EFFORT:

- Moderate degree of Physical Effort
- Average degree of mental effort and analysis

POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:

- Proficiency working in a fast paced office environment with multiple interruptions
- Expertise in medical terminology
- Processing daily charts, chart deficiencies
- Pulling files, making new file folders, and locating charts for other departments in the hospital and clinics.
- Answering the phone and completing requirements of the phone calls.
- Faxing materials
- Providing coverage for switchboard/registration
- Lead, support or participate in key activities or action plans as identified on applicable Operational Plans.
- Active member of applicable team/unit/department meetings and huddles.

HOURS OF WORK: Monday to Friday – 0830-1230 (hours subject to change)

Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:

Human Resources
Listowel Wingham Hospitals Alliance
careers@lwha.ca

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Date Posted: September 16, 2020 @11:00am

Posting Deadline: September 23, 2020 @11:00am