MICs Group of Health Services

JOB DESCRIPTION

Department:	Health Records	**Position:**	Health Records Clerk
Date:	February 2008	**Classification:**	Clerk 2 - Reception (SEIU)
Revised:	September 2016	**Facility:**	AGH & BMH

GENERAL ACCOUNTABILITIES

The Health Records Clerk is accountable for the provision of health record services in areas allocated by the team leader.

NATURE AND SCOPE

The Health Records Clerk is a part-time clerical position and is responsible to the Health Records Program Leader. The Health Records Clerk is responsible for the following areas: 1) Clerical Services; 2) Health & Safety; and 3) Patient/Resident Safety for Team Members.

SPECIFIC ACCOUNTABILITIES

1) Clerical Services

- Abstract
- Handle requests for chart retrieval
- Scan all ER, Outpatient, Inpatient and Day Surgery Charts
- Assist with release of information procedures as required
- Replace transcriptionist and receptionist in their absence
- Assist Health Records Supervisor/Program Leader in all other functions of the department as necessary
- Relieve at Reception as needed
- Meet quality and productivity standards and deadlines established by the Health Records Supervisor
- Use interpersonal skills effectively to build and maintain cooperative working relationships
- Contribute to team efforts
- Carry out assignments responsibly
- Assist with training of new staff members as requested

2) Health & Safety

- Work in compliance with the Ontario OH&S Act and Regulations
- Use personal protective equipment, clothing and safety devices in accordance with MICs Workplace Health & Safety and/or Infection Control policies and procedures
- Report any known missing or defective equipment to the Supervisor
- Report any known workplace hazard or safety issue to the Supervisor
- Report any known violation of the Ontario OH&S Act and Regulations to the Supervisor
- Use or operate equipment in a way that is not dangerous to self or others
- Participate in WHMIS programs and follow WHMIS information and instructions as required when using hazardous materials
- Comply with policies and processes to eliminate/minimize unsafe acts or conditions including identifying/reporting near miss and actual events
- Comply with MICs Emergency Plan policies and procedures as outlined for each type of emergency as required

3) Patient/Resident Safety for Team Members

- Participate in promoting a culture of patient/resident safety
- Demonstrate a commitment to patient safety by speaking up about patient/resident safety issues and changing practices to reflect and enhance safety
- Participate in near miss and incident reporting through established reporting mechanisms and demonstrate shared accountability for safe practices
- Participate in processes and strategies related to improving patient safety (Team Leaders are responsible to lead the team to establish processes and strategies related to improving patient safety.)
- Demonstrate knowledge of and abide by the requirements of practice for patient safety as outlined by Accreditation Canada (i.e. effective communication, infection prevention and control)
- Participate in initial and ongoing patient safety education and take responsibility for maintaining competency (applicable in long-term positions only)

QUALIFICATIONS

General

- Ability to organize workload efficiently
- Written and verbal English communication skill requirements
- Bilingual (French and English)
- Ability to work in a team environment

Educational

- Minimum of Grade 12
- Graduate of medical transcription course an asset
- Computer knowledge and experience

Desirable

- Training in an accredited program for health records technician
- Knowledge of medical terminology
- Experience in a Medical Records Department
- Interest and initiative in keeping abreast of new developments

The preceding described duties are representative and should not be construed as all-inclusive.