



## HEALTH RECORDS CLERK – OPSEU (Union) Bargaining Unit Casual Part-Time

**Posting No:** 2017-03  
**Posted:** January 27, 2017 to February 3, 2017  
**Reports to:** Chief Financial Officer

### **Position Description:**

To maintain the health record files and implement the release of health information.

### **Responsibilities:**

- Create, track, ensure completeness, file and purge patient medical charts.
- Process Release of Information requests from the Circle of Care, Legal, Insurance and Personal
- Collect, compile and distribute statistical data monthly or as requested. Prepare chart information for monthly audit at Medical Advisory Committee meetings, or as requested.
- Process echocardiogram and pulmonary function test readings, including tracking the results sent and returned, and sending results to requesting physician.
- Perform other related activities, as necessary or as assigned.

### **Qualifications:**

- Graduate of Medical Office Administration program or equivalent in experience.
- Personal Health Information Protection Act legislation knowledge
- Proficient use of the Cerner Electronic Medical Record system
- Demonstrated excellent interpersonal, communication, office administration and organization skills
- Demonstrated excellence in attendance
- **Current Police Check/Vulnerable Sector Screen and immunization status required upon hire.**

South Huron Hospital Association is committed to providing a safe, healthy and inclusive work environment that inspires respect. SHHA encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

SHHA is a FRAGRANCE FREE environment

### **Interested applicants may forward a resume and covering letter in confidence to:**

Director of Human Resources  
South Huron Hospital Association  
24 Huron Street West  
Exeter, ON N0M 1S2  
Email: [human.resources@shha.on.ca](mailto:human.resources@shha.on.ca) Fax: 519-235-3405

*Your interest in this opportunity is appreciated.  
Only applicants selected for an interview will be contacted.*

