



## Health Information Clerk II

<b>Posting ID:</b>	2003018
<b>Job Type:</b>	Regular Part-time
<b>Open Positions:</b>	1
<b>Posting Date:</b>	August 2, 2018
<b>Closing Date:</b>	September 2, 2018
<b>Union Affiliation:</b>	CUPE
<b>Job Reports To:</b>	Health Information Services Manager
<b>Salary:</b>	As per the collective agreement
<b>Average Weekly Hours:</b>	Up to 24 hours per week
<b>Shift:</b>	Days

### Position Purpose

Maintains medical record integrity through processing monthly admissions and discharges, evaluates & corrects duplicate medical record numbers for patient data integrity and continuity of patient care, files and retrieves medical records, charts or scans late reports, answers the telephone, photocopies and faxes materials according to release of information policy, receives and greets the public, physicians, nursing, and patients in a friendly and welcoming manner. Auditing of transcription for accuracy and maintaining seamless distribution of reports.

### Essential Qualifications

- Advanced computer skills, including Microsoft Office suite
- Clerical/office experience in a healthcare environment preferred
- Able to multitask and work with regular interruptions
- Strong organizational skills and attention to detail
- Minimum Ontario Secondary School Diploma and Medical Terminology
- Bilingualism – English (spoken and written)/French (spoken) – to be tested

### Key Competencies

Key Competencies required at HGMH are:

**Integrity:** We create and maintain an atmosphere of reliability, honesty, and confidentiality. We provide care that is both ethical and fair; not varying in quality because of personal characteristics, such as gender, ethnicity, geographic location, and socio-economic status.

**Respect:** We treat everyone with courtesy, honour, and dignity, accepting and valuing each individual. We provide care that is respectful of and responsive to individual patient preferences, needs, and values, and ensure that patient values guide all clinical decisions.

**Quality & Safety:** We make a commitment to achieve excellence by providing services in a timely, efficient, safe, and accurate manner through ongoing evaluation for improvement. We diligently maintain high standards by performing our duties safely, with expertise and good judgment.

**Compassion:** We understand that how health care is delivered is just as important as what health care is delivered, and we commit ourselves to providing compassionate care to our patients and their families.

**Working Together:** We support each other, our patients, and their families by proactively providing assistance and support. We know that by working together, we can achieve great things.

### Note

All qualified candidates are invited to apply; however, preference will be given to Canadian citizens and permanent residents. HGMH is an equal opportunity employer. We strongly encourage applications from women, Aboriginal peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require.

We thank all candidates for applying. We will only contact candidates selected for further consideration. Any information you send us will be handled respectfully and in complete confidence.

Please submit your CV (in English) to [recruiting@hgmh.on.ca](mailto:recruiting@hgmh.on.ca), referring to the Posting ID in the Subject.