



Job Title:

Medical Records Clerk (Part-time, 2 days per week)

Supervisor:

Executive Director

Position Summary:

The Medical Records Clerk is responsible for ensuring medical records and related documentation are sent to the appropriate records management department in Iqaluit or the Communities within the appropriate timelines.

Specific Responsibilities:

Health Records Management

- Receives the clearance and discharge summary from the Nurse Case Managers
- Send that information to the appropriate community.
- Requests medical records from hospitals that are not under EPIC and private clinics to send that information to the appropriate community.
- Uses the attached list of information that is required as a guide for what needs to be sent to the communities and Iqaluit.
- Culls the paper files at OHSNI to ensure there are no duplicates.
- Sorts the deceased files and packages these for storage.

Coordinator for TOH Access to EPIC

- Is the main contact for TOH EPIC
- Provides support to the users of EPIC as needed.
- Responsible for ensuring new staff are signed up to EPIC.
- Informs staff of any changes to EPIC

Others

- Provides back-up to Office coordinator as needed, particularly for urgent needs.
- Attends staff meetings.
- Assists the ED with special projects as needed.

Management

- Reports directly to the ED.
- Work two days a week.
- Occasional overtime as needed.

Education and Experience

- Diploma in Office Administration or Medical Office Administration is an asset.
- Experience in Medical Records and HRM
- Ability to work with a multidisciplinary / multicultural team.
- Organizational skills, able to prioritize work, scheduling, and performance of duties.
- Good communication skills, report writing skills- English.
- Basic computer skills - word processing and data entry
- Problem solving skills, ability to work independently.
- Fluency in English required.