

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL
CUPE 2024-120**

DATE: November 27, 2024

DEPARTMENT: HEALTH RECORDS

POSITION: HEALTH RECORDS CLERK – Casual (3 positions)

SUMMARY OF DUTIES:

The Health Records Clerk performs a variety of clerical functions including the processing of Inpatient, Day Surgery, Emergency and Ambulatory Care charts and the retrieval and re-filing of charts while maintaining strict patient confidentiality.

Admission Procedure:

- Print daily Admission list
- Create new folder identified with unique patient number for newborns and new patients

Processing of Inpatient and Day Surgery Visits Post Discharge:

- Print daily Day Surgery list
- Print daily (inpatient) Discharge list
- Retrieve day surgery and inpatient discharges and any loose filing from respective nursing units
- Collect folders according to Day Surgery and Discharge lists
- Assemble contents of discharges and day surgery charts in the prescribed order and file in respective folder
- Identify chart record deficiencies according to Departmental Procedure using Meditech incomplete chart routines.
- Print and affix deficiency report to the chart.
- Distribute incomplete charts to physician boxes according to Meditech locator routines.
- Perform “Recheck” function on incomplete charts once there is an indication they are complete
- In Meditech, maintain location of any chart which leaves the department (signing chart out)

Processing of Emergency and Ambulatory Visits Post Discharge:

- Retrieve Emergency Record of Treatment from Emergency Department four (4) days post visit date.
- Sort Emergency Record and Ambulatory reports in order by Unique Patient Number
- Once coded by Health Information Management Professional, file Emergency Record, Triage form reports in patient's folder according to Department
- Create new folder identified with unique patient number for new patients

Filing:

- File completed charts in permanent file
- File loose reports according to Departmental Procedure in appropriate patient charts
- Ensure accuracy while filing within the appropriate patient chart

Other Duties:

- Answer the telephone and responds to inquiries
- Employ the computerized central patient index to determine and/or validate patient information as required
- Conduct audits on regular basis to investigate duplication of central patient index records, verify accuracy and merge electronic files
- Retrieve and/or deliver charts, reports as required
- Fax reports requested by physician offices or other hospital emergency departments
- Photocopy reports as required and distribute appropriately
- Prepares charts for destruction as per Hospital Policy and Provincial Legislation

Minimum requirements/ qualifications must have:

- Secondary School Diploma
- Knowledge and experience with computers
- Knowledge of Medical Terminology
- Excellent organization skills
- Typing skills

Previous Experience Requirements:

- 1-year previous experience preferred

SALARY: \$25.255 – \$25.844 - \$26.420 - \$27.001 - \$27.583

SHIFTS: Days (Subject to scheduling change as per Management Rights and Article G.01 of the CUPE Collective Agreement.

How to apply: Please email HR@psfdh.on.ca, stating the job number in the subject line.

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283-2330 ext. 1132 for assistance.

We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.