



UNION JOB DESCRIPTION

JD1290

JOB TITLE:	Health Records Clerk	JOB DESCRIPTION NO.:	40241/F.VI.10602i.001
CLASSIFICATION:	Clerk III, Health Records ; Clerk II, Health Records	GRID/PAY LEVEL:	F 11
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10602; 10601
UNION:	HEU	JOB/CLASS CODE:	SI: 40241 CI/NI: 10602I
PROGRAM/DEPARTMENT:	Health Records	BENCHMARKS (If Applicable):	10602; 10601
REPORTING TO:	Coordinator or designate		
FACILITY/SITE:	North Island Hospital (Comox Valley Campus; Campbell River & District), West Coast General Hospital, Cowichan District Hospital, Nanaimo Regional General Hospital, Lady Minto Hospital, Queen Alexandra Centre for Children's Health, Royal Jubilee Hospital, Saanich Peninsula Hospital, Victoria General Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Coordinator or designate, and under the supervision of the Supervisor Records Processing, the Health Records Clerk performs a variety of record processing and analysis duties such as assembling health records, processing discharged records and checking patient records to ensure completion, utilizing a variety of computerized systems and applications.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Retrieves, files and assembles charts and reports in accordance with established procedures.
2. Performs records processing duties related to admissions and discharges including assembly, checking for discharges and/or previous admissions, making up folders, printing chart labels and filing as required.
3. Provides routine information to external agencies in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and related policies and procedures.
4. Checks patient data including demographic information and patient identification to ensure record integrity within the Central Patient Registry and notifies supervisor of discrepancies.
5. Performs quantitative analysis on separations by checking for completion of patient records and following up with physicians as required in accordance with established procedures.
6. Sorts and distributes internal and external office mail, medical records, charts, reports and notices as required.
7. Performs routine typing, photocopying and filing duties.
8. Performs other related duties as required.

QUALIFICATIONS:**Education, Training And Experience**

Grade 12 and one (1) year's recent related experience or an equivalent combination of education, training and experience.

Skills And Abilities

- Ability to operate related equipment
- Ability to organize work
- Ability to communicate effectively both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position