



## **Health Records Clerk**

### **Full-time Term to March 31, 2023**

#### **JOB SUMMARY:**

Assist the department in the provision of accurate, complete and accessible health information services in accordance with accepted National, Territorial and HRHSSA standards and policies. Patient files are analyzed and organized for patient care and statistical data, and reported for strategic planning and utilization purposes. The incumbent is responsible for the maintenance of meticulous medical records, both paper and electronic based, to be able to improve access to patient information at the point of care, support collaboration along the patient care continuum, improve the ability for reporting and quality improvement initiatives and most importantly improve the care and safety of patients.

The Health Records Clerk is responsible for governing a unique patient numbering system. The incumbent will merge patient information and eliminate duplicate patient identification numbers in both electronic and paper systems. Processing patient charts and documents often requires lengthy periods of sitting or standing, concentration and attention to detail.

#### **JOB QUALIFICATIONS:**

- Computer skills and knowledge, including word processing, spreadsheet and database applications (eg. Word, Med2020)
- Competent keyboard and transcription ability
- Knowledge of, familiarity with and awareness of medical, clinical and administrative operations
- Understanding and proficiently use systems and programs to investigate and resolve issues, including running and analyzing reports
- Ability to anticipate, recognize, interpret, assess and identify appropriate solution(s) to issues in a timely manner
- Strong presentation and interpersonal skills
- Strong written and verbal communication skills
- Ability to identify, establish and maintain professional relationships with key internal and external agencies and stakeholders
- Ability to proactively identify concerns, issues and initiate potential solutions and recommendations
- Ability to prioritize work to ensure all work is completed by set deadlines
- Must be able to work with highly confidential material and maintain confidentiality
- Achievement Motivation - An ability to double-check the accuracy of information in own work (i.e. ensures the accuracy of figures and other data) as well as work of others
- Expertise - An ability to answer questions as a functional expert when asked.
- Self Confidence - An ability to see self as a functional specialist and an ability to make things happen. This includes an ability to explicitly state confidence in own judgment
- Flexibility - An ability to alter normal procedures or ways of working to fit a specific situation to get the job done and/or to meet goals (i.e. performs co-workers tasks if needed)
- Valuing Diversity – An ability to monitor and evaluate own beliefs and behaviors with regard to prejudices and personal bias, and practices new behaviors as appropriate

This level of knowledge is normally acquired through the successful completion of a high school diploma and successful completion of a recognized Medical Terminology program. Experience in a clinical support role / health informatics role or equivalent combinations of education and experience.

The following experience is mandatory:

- Knowledge and understanding of a paper based and Electronic Medical Records (EMR) software system
- Strong working knowledge of medical and coding terminology such as SNOMED CT, LOINC, ICD-9, ICD-10, ICD-10-CA, and CCI
- Strong working knowledge of medical abstracting of Med2020
- Competent keyboard ability

#### **EMPLOYMENT REQUIREMENT**

- Completion of High School
- Completion of a recognized Medical Terminology program

**Salary:** Range 6, \$30.86 to \$36.85  
**Status:** Full Time Term to March 31, 2023  
**Competition#:** 102-22  
**Closing Date:** November 23<sup>rd</sup>, 2022

In addition to an attractive salary, we offer a Northern Allowance of \$2.60 per hour up to \$5,282 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

**Interested applicants may submit a resume or application, quoting competition number to:**

**Human Resources**  
**Hay River Health & Social Services Authority**  
**37911 Mackenzie Highway**  
**Hay River, NT X0E 0R6**  
**Fax: (867) 874-8345**  
**hrhssa\_competitions@gov.nt.ca**

*If you would like this information in another official language, contact us at (867) 874-8111  
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8111*