



Kateri Memorial Hospital Centre Tehsakotitsen:tha

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KMHC is an expanding hospital located in the unique and vibrant Mohawk community of Kahnawake, 15 km from downtown Montreal on the south shore. KMHC offers a 43-bed facility (33 long term and 10 acute care beds) with extensive ambulatory health care services.

INTERNAL/EXTERNAL **JOB OPPORTUNITY**

POSITION: Medical Records File Clerk
CATEGORY: Availability (On-Call)
SUPERVISION: Medical Records Department Manager

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JOB SUMMARY:

The Medical Records File Clerk is responsible for providing general administrative and clerical support and maintenance of accurate health records consistent with policies and procedures. In Addition, the individual will also undertake responsibility for specific projects as assigned. The position requires the ability to provide a combination of reception and clerical duties and to maintain and excellent rapport with staff, clients and the public

RESPONSIBILITIES:

- Maintains the Professional Standards of Practice for the department with the main focus on Privacy and Confidentiality
- Provides accurate and efficient services to all hospital personnel according to accepted policies and procedures for the department
- Keeps statistics as determined by department

DUTIES:

- Specific duties listed on job description

QUALIFICATIONS/REQUIREMENTS:

- High School Diploma and/or Secretarial Training and/or Medical secretary Certificate or equivalent combination of education/training and experience
- Strong ability to multi-task
- Knowledge of computer programs: Word, Excel and Lotus Notes
- Knowledge of Database programs an asset

SALARY: Commensurate with experience and qualifications

APPLY TO: Please submit a letter of intent, resume and two (2) current letters of professional reference to:

Michelle Cross, Human Resource Aide

DEADLINE: Friday, February 17, 2012 at 3:30pm

*All candidates must sign a privacy waiver allowing for a security check to be performed.
The successful candidate must also sign a KMHC confidentiality agreement*

Note: Application forms and a copy of the job description are available at the KMHC Switchboard, the 2nd floor reception area and on-line at www.kmhc.ca. Any incomplete submissions will not be considered.

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| TITLE: | Medical Records File Clerk Code 5303 Group 503 |
| DEPARTMENT: | Medical Records (#7500) |
| RESPONSIBLE TO: | Manager of Medical Records Department |
| STATUS: | Availability |
| EFFECTIVE DATE: | May 20, 1999 |
| REVISION DATE: | June 16, 2011, February 2, 2012 |

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RESPONSIBILITIES:

- Maintains the Professional Standards of Practice for the department with the main focus on Privacy and Confidentiality
- Provides accurate and efficient services to all hospital personnel according to accepted policies and procedures for the department
- Plans and prioritizes for the work in his/her area
- Ensures all client charts can be located at all times
- Ensures that only authorized personnel have access to the department
- Maintains the Medical Records Archives in an orderly state
- Keep statistics as determined by department
- Advises immediate supervisor/delegate of any unusual situation or issues
- Declare all risk situation, near misses or accidents that you witness or discover within the premises of the hospital grounds

DUTIES:

- Keeps a daily list recording all incoming and outgoing charts
- Pulls and files outpatient charts
- Ensures charts are made available for physicians to sign their notes
- Files lab results and other notes in clients charts following accepted policies and procedures of the department
- Conducts identity checks before filing any test results
- Makes new charts, removes deceased charts, repair damaged charts, make new volumes of charts
- Answers department telephone
- Photocopying and faxing as necessary
- Keep the registration of new patients logs up to date
- Assists in special clinics i.e. Flu clinic
- Responds to client inquiries regarding test result arrivals
- Assists client(s) in filling out forms i.e. release of information and may process some requests
- Collates numbers from various logs/lists to provide annual statistics to supervisor
- Keeps all charts updated with recent and accurate information

QUALIFICATION REQUIREMENTS:

Education/Experience:

- High School Diploma and/or Secretarial or Typing Skills.
 - Or equivalent combination of education/training and experience
 - Knowledge of computer programs Word, Excel and E-mail,
 - Knowledge of Database programs an asset
 - Record-keeping skills an asset

Other Qualifications:

- Ability to maintain positive working relationships in a team based working environment
- Must be able to take direction, and work well independently and in an energetic team setting
- Strong ability to multi-task and prioritize duties in a timely manner with frequent interruptions.
- Flexibility required

Language Skills:

- Ability to write routine reports and correspondence
- Ability to speak effectively with clients and employees of the organization
- Knowledge of Kanien'keha language, culture and history is an asset
- Knowledge of French language is an asset

Mathematical Skills:

- Basic mathematical skills

Reasoning Ability:

- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Ability to deal with problems involving standard situations for Medical Records department

Physical demands:

- While performing the duties of the job, the employee is regularly required to sit, stand, walk, talk, hear, reach with arms and hands, climb or balance, stoop, kneel, crouch, pick up and transport piles of charts and spend long periods of time on feet.
- The employee is frequently required to use hands to handle and manipulate keys on a keyboard.
- Vision ability required includes close vision