

## WEST HALDIMAND GENERAL HOSPITAL JOB POSTING

<b>Job Posting Number</b>	<b>2021-34</b>	<b>Date</b>	April 12, 2021
<b>Department</b>	Health Records		
<b>Position</b>	Health Records File Clerk	<b>Status</b>	Part-Time
<b>Rate of Pay</b>	\$20.54 - \$22.13		
<b>Shifts</b>	Monday- Friday, 8:00 a.m. – 4:00 p.m.		

### POSITION SUMMARY

Are you passionate about supporting the provision of the best patient centered care? Does working in a small rural hospital and supporting the delivery of vital health care to the surrounding community appeal to you? As a member of the Health Records department, the Health Records File Clerk prepares, files and retrieves records. West Haldimand General Hospital is located in the beautiful town of Hagersville, and is a scenic half hour drive to Simcoe, Brantford and Hamilton. If working to make a difference for patients appeals to you, then we would like to hear from you. We currently have a vacancy for a Health Records File Clerk in our Inpatient Unit.

### DUTIES

- Compiles, sorts and prepares data for filing.
- Files reports and records in designated folder/areas.
- Maintains file integrity by utilizing the Central Patient Index to ensure records are complete.
- Maintains filing system to ensure medical record availability.
- Retrieves charts for Clinics, Nursing Units, Physicians and other authorized hospital staff as well as obtaining patient information from other facilities.
- Maintains complete and accurate inpatient, emergency and outpatient records in a timely manner.
- Retrieves and releases information when required.
- Maintains confidentiality at all times.
- Other duties as assigned.
- Health Records staff work in accordance with our mission, vision and WHGH values of innovation, compassionate communication, accountability, respect and excellence.

### POSITION REQUIREMENTS

- Minimum of Grade 12 education
- Minimum Level One Medical Terminology
- Minimum of one (1) year clerical experience in a health care setting, preferably in a Health Records department.
- Proficient in Windows 7, Word, Excel, Outlook, Meditech.
- Demonstrated accuracy and attention to detail.
- Ability to respect and maintain confidentiality.
- Ability to set priorities and organize work in response to department needs.
- Experience with Meditech modules ADM, MRI, PCI an asset.
- Demonstrated ability to interact with patients, families and other members of the health care team in an effective, professional, safe, positive caring manner.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated excellence in communication skills, interpersonal skills and problem solving.

- Safety (patient, worker & workplace) is a WHGH Corporate Priority. The successful applicant will demonstrate good stewardship in the identification, reporting and mitigation of unsafe acts or conditions.
- Past performance and attendance record will be considered as part of the selection process.

<b>Internal Posting Deadline</b>	April 20 <sup>h</sup> 2021
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<b>External Posting Deadline</b>	April 21 <sup>st</sup> , 2021
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Current resumes must be submitted to Human Resources at: [hrrecruit@whgh.ca](mailto:hrrecruit@whgh.ca)  
Please include the position in the subject heading.

In order to ensure equal opportunities during the recruitment and selection process, West Haldimand General Hospital provides accommodations for applicants with disabilities upon request.

West Haldimand General Hospital thanks all applicants for their interest. Please note only those applicants selected for an interview will be contacted.