

St. Martha's Regional Hospital

JOB DESCRIPTION

Title: **Health Information Services Clerk**

Reports To: Manager of Health Information Services

Department: Health Records Department

Scope of Position: Assist health information management specialists, replacement for clerical staff, and support to Manager of Health Information Services

Qualifications:

- Graduate of a recognized office administration, business, office information technology, or medical office program or equivalent combination of education and experience
- Medical terminology course

Requirements:

- Minimum of 1-3 years experience in a hospital or health-related environment
- Demonstrated advanced working knowledge and proficiency with a variety of computer software, specifically Microsoft Office products (Word, Excel, etc)
- Demonstrated quality computer skills
- Demonstrated excellent interpersonal and communication skills both oral and written
- Demonstrated organizational skills
- Demonstrated ability to work independently or as a member of a health care team
- Demonstrated ability to maintain privacy and confidentiality
- Demonstrated ability to meet deadlines, and is self-motivated, adaptable and resourceful
- Demonstrated good work record

Duties and Responsibilities:

1. Prepare schedules for admitting and switchboard
2. Enter payroll data and submit bi-weekly
3. Photocopy charts for release of information
4. Pull and file charts for health information management specialists

Patient Information Services Clerk

5. Provide vacation coverage for duties of the health record clerks
6. Data entry for monthly statistical reporting
7. Assist the Manager with minutes, correspondence , spreadsheets, presentations, and filing
8. Other duties as assigned

Approved by:

Linda Levesque
Manager of Health Information Services

Date: _____

Incumbent

Date: _____