



# *Provincial Job Description*

---

***TITLE:*** **(246) Health Information Management Clerk & Medical Transcriptionist** ***PAY BAND:*** **9**

---

***FOR FACILITY USE:***

---

## ***SUMMARY OF DUTIES:***

Assists in the establishment and maintenance of health information management in accordance with departmental and legislative requirements. Performs medical transcription for physicians and other health care professionals.

## ***QUALIFICATIONS:***

- ♦ Medical Administrative Assistant diploma

## ***KNOWLEDGE, SKILLS & ABILITIES:***

- ♦ Intermediate computer skills
- ♦ Advanced keyboarding skills
- ♦ Communication skills
- ♦ Organizational skills
- ♦ Interpersonal skills
- ♦ Ability to work independently

## ***EXPERIENCE:***

- ♦ Previous: No previous experience.

## ***KEY ACTIVITIES:***

### **A. Chart Maintenance**

- ◆ Collects, sorts, scans and assembles/disassembles health records.
- ◆ Purges health records, shreds discarded documents, microfilms/files retained documents.
- ◆ Maintains chart tracking/locator systems (e.g., signing out health records, updating their location and signing them back in).
- ◆ Locates and delivers health records for departments/clinics/physicians, as requested (e.g., study/research, release of information).
- ◆ Files health records and creates new folders when necessary.
- ◆ Collects and sorts late loose reports, obtains file number and/or discharge date, locates chart and files report.
- ◆ Maintains file/archive rooms.
- ◆ Maintains accurate database with respect to health record numbers (e.g., duplicate patients/charts).

### **B. Health Information Management Duties**

- ◆ Assists with month-end procedures.
- ◆ Performs quantitative analysis of inpatient/outpatient records.
- ◆ Performs data entry.
- ◆ Processes release of information correspondence (e.g., photocopies records).
- ◆ Assists with the preparation and collection of statistics.
- ◆ Assigns charts to appropriate staff and physicians for completion.

### **C. Transcription**

- ◆ Performs medical transcription duties (e.g., client histories, physicals, discharge summaries, pathology reports, operative reports, radiology reports, labour and delivery notes).
- ◆ Performs other transcription duties (e.g., letters, memos, administrative reports, follow-up and appointment letters).

### **D. General Office Duties**

- ◆ Provides office reception duties.
- ◆ Orders and restocks supplies.
- ◆ Processes mail, photocopies, faxes, scans.
- ◆ Performs billing duties.
- ◆ Assists with preparation of forms for registering newborns.

**D. General Office Duties (Cont'd)**

- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Takes minutes.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

---

***SEIU:***

---

***SGEU:***

---

***SAHO:***

---

***Date: September 12, 2023***