



*The Mission of Nipigon District Memorial Hospital is to deliver excellence in rural health care with our partners for all residents in our communities.*

**HEALTH RECORDS CLERK (NON UNION POSITION)**

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**START DATE:** ASAP

**HOURS OF WORK:** Full-Time

**POSTING DATE:** January 8, 2020

**CLOSING DATE:** January 17, 2020

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Nipigon Hospital is committed to delivering health care in a manner that is consistent with our Philosophy that *"patients, residents and their families are at the centre of everything we do"*. Applicants are required to have a demonstrated knowledge and understanding and commitment to this philosophy of care.

**QUALIFICATIONS:**

- Graduate of a recognized Medical Office Secretary/Assistant Program
- Accurate, comprehensive knowledge of medical terminology, disease nomenclature and pharmaceuticals
- Strong computer skills
- Knowledge of Meditech System; patient registration/ADT functions
- Previous experience in a health care setting
- Excellent organization and time management skills
- Excellent attendance record

**DUTIES:**

- Assembles inpatient and emergency charts
- Routine quantitative and qualitative analysis of all types of patient records
- Accurately transcribes recorded physician dictations of inpatient, out patient, ER and consultation notes on a daily basis
- Regularly manages initiatives promoting a quality filing system of all patient records to ensure accurate and quick retrieval of information and secure preservation; including filing of loose reports, sorting and filing to permanent record
- Manages central destruction database and destructive initiative
- Develops a thorough understanding of daily operations of the software used for patient registration/ADT functions
- Data abstracting
- Word processing
- Participation on team or committees as assigned
- Significant sensitivity to confidentiality and adherence to privacy policies
- Provides support and direction to Meditech end users
- Responsible for the initiation, review and completion of physician's and service provider's privileges to our hospital
- Responsible for the release of information according to current legislation and hospital and departmental policy

**Nipigon Hospital strives to ensure the safety and security of its patients, residents, visitors, employees and assets financial and otherwise. As one tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a satisfactory Vulnerable Sector Check to ensure the absence of relevant criminal convictions.**

**SUBMIT APPLICATION TO:**

Tammy Barr, Health Records Manager  
Nipigon District Memorial Hospital, Box 37, 125 Hogan Road  
Nipigon, ON P0T 2J0  
Email - [tbarr@ndmh.ca](mailto:tbarr@ndmh.ca)

We thank all applicants; however only those selected for an interview will be contacted.

Nipigon District Memorial Hospital is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.