



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)

START DATE: ASAP

HOURS OF WORK: Full-Time

POSTING DATE: July 30, 2025

CLOSING DATE: Open until filled

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
- Graduate of a recognized Health Information Management Course, an asset
- 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, outpatient, ER and consultation notes on a daily basis within outlined criteria, with knowledge of medical terminology, disease nomenclature and pharmaceuticals
- 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 destruction initiative
- Develops thorough understanding of daily operations of the software (Patient registration/ADT functions/Urgent Care)
- Data abstracting
- Word processing
- Provides support to the Privacy Officer as required
- Provides support to the Credentialing Coordinator as required
- Performs other clerical functions as required
- Participation on teams or committees as assigned
- Assist in operation and maintenance of department equipment
- Thorough knowledge of hospital and departmental policies and procedures
- Significant sensitivity to confidentiality and adherence to privacy policies
- Ensure that decisions and practices are ethically responsible
- Mentor students when applicable
- Other duties as assigned

SUBMIT APPLICATION TO:

Casey Clearwater, HR Generalist
Nipigon District Memorial Hospital, Box 37, 125 Hogan Road
Nipigon, ON P0T 2J0
Email - careers@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.