



# INTERNAL JOB POSTING

## HEALTH RECORDS CLERK

Location: Thompson, MB

Facility: Thompson General Hospital

**JULY 12, 2018**

<b>JOB POSTING NUMBER</b>	TH-2018-149
<b>POSITION CODE</b>	115-7HIM-HRC_04
<b>DEPARTMENT</b>	<b>HEALTH INFORMATION MANAGEMENT</b>
<b>JOB STATUS/FTE</b>	PERMANENT / 1.0 FTE
<b>ANTICIPATED SHIFT</b>	M-F, 7.75 hour day shifts
<b>TERM (if applicable)</b>	
<b>WAGE RANGE</b>	\$17.967 - \$20.829
<b>UNION AFFILIATION</b>	UFCW

### QUALIFICATIONS

- Grade 12 diploma supplemented by completion of clerical/ office certificate or recent experience in an office/ business setting may be considered
- Recognized Medical Terminology course
- Knowledge of window based programs (Microsoft Word, Excel, Outlook and Internet)
- Previous office experience
- Knowledge of PHIA legislation
- Knowledge of Accuro or Electronic Medical Record preferred
- Accurate word processing at 40 words per minute (typing test will be required)
- Ability to transcribe voice dictation may be required
- Effective written and verbal communication skills
- Ability to speak of Cree an asset
- Pleasant and courteous telephone manner
- Demonstrates interpersonal skills through clear communication and positive behavior within the Respectful Workplace Policy
- Ability to respect and promote confidentiality
- Ability to respect and promote cultural diverse population
- Ability to work effectively in a collaborative multi-disciplinary team
- Satisfactory employment record required
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80), if not on personnel file.

### For a full listing of qualifications please:

- **Refer to the Job Description which is posted on the Intranet under Resources/Human Resources/Job Description, then select the applicable department**
- **Or Contact Human Resources to request a copy.**

*Aboriginal applicants are encouraged to self-declare when submitting applications and resumes  
Internal Job Application Form and a resume are required for all internal postings  
Apply in writing directly to Brittany Plamondon, Human Resources Assistant on or before 1600 hours on:*

**JULY 19, 2018**

Awarded to: \_\_\_\_\_

Date: \_\_\_\_\_