



INTERNAL JOB POSTING

HEALTH RECORDS CLERK

Location: Flin Flon, Manitoba

Facility: FLIN FLON GENERAL HOSPITAL

JANUARY 8, 2019

JOB POSTING NUMBER	FF-2019-008
POSITION CODE	112-7HIM-HRC_01
DEPARTMENT	HEALTH INFORMATION MANAGEMENT
JOB STATUS/FTE	TERM / 1.0 FTE
ANTICIPATED SHIFT	M-F; 7.75/HRS
TERM (if applicable)	INDEFINITE TERM
WAGE RANGE	\$17.967 - \$20.829
UNION AFFILIATION	CUPE

QUALIFICATIONS

- Grade 12 education or equivalent
- Completion of Medical Office Assistant or Administrative Assistant program (other combinations of education and experience may be considered)
- Completion of a recognized Medical Terminology course
- Knowledge of window based programs (Microsoft Word, Excel, Outlook and Internet)
- Previous clerical experience in a healthcare setting
- Knowledge of the Personal Health Information Act (PHIA) and other healthcare related legislation
- Experience working in the Electronic Medical Record (EMR)/Electronic Patient Record (EPR)
- 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 behaviour
- Ability to respect and promote a culturally diverse population
- Ability to work effectively in a multi-disciplinary team
- Good organizational skills and the ability to work independently
- 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 Lisa Rogers, Human Resources Assistant on or before 1600 hours on:*

JANUARY 15, 2019

Awarded to: _____

Date: _____