



VACANCY

Date:	August 12, 2010	Position:	Medical Records Technician
Status:	Full-Time Indefinite Term	Hours of Work:	Monday – Friday 8:45 – 5:00 pm
Department:	Primary Health	Job Posting No.:	2010-44
Reports to:	Team Leader Clerical Support	Closing Date:	August 20, 2010

Position Description:

The Medical Records Technician is responsible for the maintenance, safety and security of client health records and medical records department inclusive of filing, storage, documentation, retrieval and archiving.

Responsibilities:

- Monitors environmental control and follows policies and procedures to control access of health records. This is in accordance with the provisions of Personal Health Information Act (PHIA).
- Initiates the health record and is responsible for routing the chart to the appropriate personnel.
- Pulls health records daily for clients who are scheduled.
- Prepares new volumes.
- Purges medical charts annually.
- Files all lab results and correspondence

Qualifications:

- Certificate of qualifications as a health Records Technician a definite asset. Or willing to take the applicable courses on own time to achieve the required qualification
- 3 years experience in health records department.
- Demonstrated knowledge and understanding of PHIA
- Able to work in a multi-disciplinary environment with respect, professionalism, co-operation, sensitivity and cultural awareness.
- Good interpersonal and communication skills
- Must have demonstrated acceptable attendance and job performance relevant to this position.
- Must be able to adhere to the requirements of the Respectful Workplace Policy
- All positions are subject to a Criminal Record and a Child Abuse Registry check in accordance with Mount Carmel Clinic Security Check policy.

Applicants may be required to undergo testing to determine their knowledge, skill and ability as they relate to the position.

Please submit internal application form / Resume to:

Human Resources
886 Main Street
Winnipeg, Manitoba R2W 5L4
employment@mountcarmel.ca (Please indicate the Job Posting No.: 2010-44 in the subject line)

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

Mount Carmel Clinic is an Equal Opportunity Employer