

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting casual opportunity as a **Health Records Clerk (Competition #81.18)** exists in the Health Information reporting to the Manager, Health Information.

Summary of Duties, but not limited to:

- Sorting and insertion of loose reports into health records according to terminal digit order and approved order of filing
- Filing and retrieval of health records according to terminal digit order
- Purging inactive records and transfer of records to inactive file area
- Signing records in and out using record locator software and bar codes
- Sorting and distributing transcribed reports
- Generating and assembling new health records in accordance with established assembly order
- Requests charts from off-site storage facility (Iron Mountain) and processes the received charts
- Assembles Surgical Day Care charts
- Ordering and distribution of supplies
- Answering phone calls - Internal and External
- Provides coverage to other Health Information clerical employees as required

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- High School Diploma
- Health Records Technician Certificate is an asset
- Strong knowledge of all MS Office programs
- Experience working in a Health Records Department, Clinic, or Hospital setting an asset
- Experience working with Med2020 (WinRecs) system, particularly with chart locator module an asset
- Commitment to comply with regulations governing privacy and confidentiality of personal health information
- Ability to work as part of a team in a fast paced environment
- Excellent communication skills and problem solving skills
- Good customer service orientation
- Proven attendance and punctuality required
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

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POSTING DATE: Wednesday April 4, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.