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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Health Records

**Grid:** 11

**Class Title:** Clerk III, Health Records

### **I. Level Definition**

Positions at this level perform a variety of health records duties such as coding, abstracting, and/or quantitative analysis.

### **II. Typical Duties**

1. Identifies and processes corrections in health records.
2. Codes and abstracts charts for required information according to established guidelines.
3. Calculates and maintains statistics on discharge.
4. Completes abstracts and admission forms.
5. Checks completed charts, and files for accuracy..
6. Pulls designated classes of cases for review by various committees.
7. Answers inquiries regarding patient's charts in accordance with established procedures.
8. Performs quantitative analysis on separations.
9. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12 and one year's recent related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.