
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Health Records

Grid: 10

Class Title: Clerk II, Health Records

I. Level Definition

Positions at this level perform clerical functions relating to the preparation and maintenance of files for admissions and discharges.

II. Typical Duties

1. Checks patient registry for previous admission, assigns numbers, prepares index card, sets up, and files charts.
2. Pulls and assembles charts, files loose forms and reports. Locates missing charts.
3. Distributes medical records such as charts, transcribed reports and notices as required.
4. Enters information such as admission number, name, operative procedure on control sheets such as discharge or death register.
5. Provides information by telephone or correspondence to sources such as workers' compensation, ICBC and physicians. Types correspondence, copies reports, sorts and files material as necessary.
- 6.. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard at 45 w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.

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