



Embracing the health and hearts of the community

CLAC SERVICE JOB POSTING – CS2024-01-08 MR
1 PART-TIME – MEDICAL RECORDS CLERK

Position to commence immediately.

We are looking for a hard worker with strong customer service, organization, attention to detail and multi-tasking skills to join our Medical Records Department.

Duties:

Under the direction of the Vice President & Chief Financial Officer, the General Clerk is responsible for office and clerical functions in the Health Records Department including: maintaining Health Records Department records, including filing, answering walk in and telephone inquiries; and other related duties as required, which may change from time to time.

Hours of Work:

Hours of work: Monday to Friday - Days, subject to change based on operational requirements, including vacation relief.

Qualifications:

- Minimum grade 12 or equivalent.
- Excellent computer skills required.
- Knowledge of Meditech.
- Medical Terminology certificate or equivalent working experience required.
- Experience using patient related databases.
- High level communication and interpersonal skills.
- Ability to work independently as well as a member of a team.
- Excellent customer services skills.
- Extensive knowledge and understanding of the workings of a hospital, its departments and the health care field in general.
- Ability to adapt to change in workload and environment.
- Proven ability to work well in a high paced environment with frequent interruptions.
- Proven ability to work with minimal supervision and to demonstrate initiative and be a self-starter.
- Ability to handle multiple tasks simultaneously and prioritize them.
- Demonstrates a commitment to a healthy and safe workplace for self and others (staff, patients, families and others) by taking all reasonable precautions and working in compliance with hospital related policies, health and safety legislation and best practices and completing mandatory education as required.
- Demonstrated satisfactory work performance and attendance history.
- Commitment to the Mission, Vision and Values of Haldimand War Memorial Hospital.

Instructions to Applicants:

Successful candidates will be required to submit proof of full COVID-19 vaccination from the Ontario Ministry of Health website or other authorized source directly to Human Resources. If an exemption is

required based on medical or on a ground pursuant to the Ontario Human Rights Code, please speak with Human Resources for further information.

Haldimand War Memorial Hospital & Edgewater Gardens welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please forward your resume and letter of application to John Balca, Interim VP & CFO (balcaj@hwmh.ca) by 1500 hours on January 15th, 2024.