



Embracing the health and hearts of the community

CLAC SERVICE JOB POSTING – CS2026-03-04 MR
1 CASUAL Transcriptionist – Medical Records Department
Position to commence immediately.

Position Summary:

Under the direction of the Vice President & Chief Financial Officer, this position is responsible for office and clerical functions in the Medical Records Department.

Vacancy Status:

The posting is for one (1) current casual vacancy.

Hours of Work:

Monday to Friday – Days and hours subject to change based on operational requirements.

Hourly Wage:

\$24.86.

Duties and Responsibilities:

- Maintaining patient information on their health records.
- Editing M*Modal transcriptions.
- Assembling IPU and SDC charts.
- Data entry for various health organizations requiring monthly submissions.
- Maintaining all physicians' documentation.
- Other duties as required.

Qualifications:

- Minimum grade 12 or equivalent.
- Previous Medical Record experience necessary.
- Knowledge of M*Modal technology.
- Excellent computer skills required; Microsoft 365 (Word, Excel, Outlook)
- Knowledge of Meditech essential or other EHR system (Epic preferred)
- Medical Terminology certificate or equivalent working experience required.
- Experience using patient related databases.
- Understanding of privacy laws, regulations and requirements, in relation to personal health information
- 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.

At Haldimand War Memorial Hospital, we are an equal opportunity employer committed to fostering a Welcoming and inclusive workplace that values equity, diversity and belonging. As a community-centered rural hospital, we welcome and encourage applications from people of all backgrounds, identities and lived experiences. We are committed to providing a barrier-free, inclusive and accessible work environment in compliance with the Accessibility for Ontarians with Disabilities Act. If you require accommodation during any stage of the hiring process, please contact Human Resources at hr@hwmh.ca.

We will work with you to meet your needs.

Instructions to Applicants:

Please forward your resume and letter of application to Human Resources (hr@hwmh.ca) by March 20, 2026 at 1500 hours.