Medical Records Clerk

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Position covered by the Collective Agreement with USW Local 4120

Medical Records Clerk

Ontario Veterinary College Health Sciences Centre

Hiring #: 2018-0080

Please read the Application Instructions [1] before applying

Reporting to the Business Office Manager, the incumbent will be accountable for a variety of duties and responsibilities within the Medical Records section of the Ontario Veterinary College Health Sciences Centre (OVC HSC). Specific duties will include: sorting, retrieving/delivering and filing medical records; transcribing and distributing dictated Diagnostic Imaging reports and Client Communication notes; faxing, mailing, emailing and logging Discharge Summaries and other medical reports to referring veterinarians and owners; processing requests for Discharge Summaries and Case Reports from referring veterinarians, clients and/or insurance companies. This position will also be responsible for monitoring and unpacking forms and supplies; greeting and assisting clinicians, staff, DVM students and other visitors via telephone, email and in person.

Requirements of the position include: Secondary school graduation plus successful completion of a 1 year post-secondary medical office administration program and some relevant experience, preferably in a medical office environment, or an equivalent combination of education and experience. Candidates should demonstrate: working knowledge of medical terminology; medical transcription skills; general office and computer skills; accuracy and attention to detail; excellent organization and communication skills; client service skills; respect for confidentiality.

Position Number  621-004
Classification  USW, Local 4120 Salary Band 2
Salary Range              $18.50 Minimum (Level 1)
                          $20.68 Normal Hiring Limit (Level 3)
                          $25.05 Job Rate (Level 7)

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2018 02 14
Closing Date: 2018 02 22

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/medical-records-clerk
Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply