Medical Records Clerk

Forbes includes U of G Among Canada’s Best Employers

Office, Clerical and Technical

Medical Records Clerk

Ontario Veterinary College Health Sciences Centre

Temporary part-time from February 2019 to January 2020
(Less than 24 hours a week)

Hiring #: 2019-0099

Please read the Application Instructions [1] before applying

Reporting to the Supervisor Patient Care and Service Delivery, 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, scanning 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 is also 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; collaboration; professionalism.

Hourly rate $17.97 - $20.08 per hour

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: 2019 02 13
Closing Date: 2019 02 21

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