Medical Records Clerk

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Medical Records Clerk

Ontario Veterinary College Health Sciences Centre

Hiring #: 2019-0235

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 and key areas of responsibilities include:

- Sorting, delivering and filing medical records
- Retrieving medical records for admissions, discharges, completion, retrospective studies and review by faculty, students, administration and other health professionals
- Retrieving OVC HSC case numbers from the medical records system (Stringsoft)
- 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.
- Monitoring, receiving and unpacking forms and supplies

Requirements of the position include:

- Secondary school graduation plus successful completion of a 1-year post-secondary medical office administration program plus 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
- General office and computer skills
- Accuracy and attention to detail
- Excellent organization and communication skills
- Client service skills
- Commitment to confidentiality

Position Number         621-004  
Classification               USW, Local 4120 Salary Band 2*  
Salary Range              $18.78 Minimum (Level 1) 
$20.99 Normal Hiring Limit (Level 3) 
$25.43 Job Rate (Level 7)
*Tentative evaluation; subject to committee review.

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 04 24
Closing Date: 2019 05 01

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