

TITLE: HEALTH RECORDS CLERK

RESPONSIBLE TO: Director of Administrative Services

JOB SUMMARY:

Provide prompt and accurate retrieval, distribution and filing of client records and information.

DUTIES AND RESPONSIBILITIES:

- 1 Print computer face sheets and alternate day sheets for health care providers.
- 2 Pull, prepare, deliver and retrieve charts and filing.
- 3 Date stamp, organize and add imprinted requisitions to charts.
- 4 Number and file client information.
- 5 Change outguides for any files being transferred within the Health Centre.
- 6 File completed charts.
- 7 Provide required client information to hospitals, clinics and other physicians.
- 8 Update client information on "Patient Demographics".
- 9 Update file folders and addressograph plates.
- 10 Photocopy and distribute required information from client charts to appropriate organizations as directed
- 11 Prepare requests for client information from outside agencies
- 12 Check daily newspaper for obituaries and update "Patient Demographics".
- 13 Transfer inactive files to secondary storage and destroy when time expired.
- 14 Perform receptionist duties in the absence of the Receptionist.
- 15 Use equipment such as computer, photocopier, fax, addressograph, embosser, shredder.
- 16 Use computer software such as Health Suite, word processing

QUALIFICATIONS:

Advanced reading, writing and communication skills.  
 Computer keyboarding skill  
 Must be physically capable to perform tasks requiring lifting, bending, carrying, walking, reaching and climbing  
 Demonstrated ability to multitask and work independently in a time sensitive environment.  
 Previous experience working in a related health care field is an asset.  
 Medical Terminology is an asset.

THIS DESCRIPTION CONTAINS THE ELEMENTS NECESSARY FOR THE IDENTIFICATION AND EVALUATION OF THE JOB. IT IS NOT AN EXHAUSTIVE LIST OF THE DUTIES TO BE PERFORMED. DUTIES NOT LISTED SHOULD NOT AFFECT THE EVALUATION. THE OTHER DUTIES NOT LISTED SHOULD BE RELATED TO THOSE LISTED.

Signatures: EMPLOYEE \_\_\_\_\_ DIRECTOR \_\_\_\_\_

benchmark

U/RBEARDSWORTH/jjec/jd2002/admrecordclerk revised: March 20, 2003

**TITLE: RECEPTIONIST**

02.02

**RESPONSIBLE TO:** Director of Administrative Services

**JOB SUMMARY:** Provide reception and clerical services for all healthcare providers.

**DUTIES AND RESPONSIBILITIES:**

01. Answer telephones, transfer calls, take and direct messages. Receive and direct clients.
02. Book and reschedule client appointments and procedures. Provide instructions as necessary.
03. Register new clients, assemble and prepare charts.
04. Call and sort charts, prepare requisitions and complete consents when necessary.
05. Handle specimens when necessary, enter appropriate codes and label risk factors.
06. Organize, coordinate and block book monthly schedules, assist with Dr.'s scheduling.
07. Fax, photocopy, receive and send correspondence, send, receive, sort and distribute faxes and mail.
08. Sort incoming hospital mail, add client chart number and distribute.
09. Ship, receive and distribute goods by courier.
10. Receive and receipt payments for share, assessments, memoriams and donations.
11. Complete cash report and submit to Accounting department.
12. Submit linen orders for other departments.
13. Order, receive and distribute office supplies for the health centre.
14. Inform clients about the organization's services.
15. Update client information on patient demographics.
16. Troubleshoot fax and photocopier problems.
17. Use equipment such as computer, fax, photocopier, printer and shredder.
18. Use computer software such as Health Suite, spreadsheet and word processing.

**QUALIFICATIONS:**

- Advanced reading, writing and communication skills.
- Demonstrated ability to multitask and work independently in a time sensitive environment.
- Six months experience working in a related health field, an asset
- Medical Terminology an asset

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**Signatures: EMPLOYEE \_\_\_\_\_ DIRECTOR \_\_\_\_\_**

U/cdochylo/wpdocs/job descriptions March 3, 2009

TITLE: Therapy Attendant

RESPONSIBLE TO: Director of Clinical and Diagnostic Services

JOB SUMMARY:

Perform clerical duties and provide support services to physical therapists.

DUTIES AND RESPONSIBILITIES:

- 1 Prepare slates and files, obtain and return charts.
- 2 Book client appointments.
- 3 Answer telephones, take and direct messages.
- 4 Call and sort charts, prepare requisitions and complete consents when necessary.
- 5 Register new clients and update client information on patient demographics
- 6 Send and receive correspondence, photocopy, fax and file.
- 7 Receive and direct clients to treatment rooms, assist with dressing/undressing as required.
- 8 Prepare modalities for Physical Therapy treatment.
- 9 Clean, replenish supplies, check and maintain equipment in department
- 10 Assist with client transfers as required.
- 11 Assist clients to and from other departments as required.
- 12 Maintain daily statistical record and deliver billing code sheets to Billing Statistical Clerk.
- 13 Receive and receipt payments, complete cash report and submit to Billing/Statistical Clerk.
- 14 Order, receive and fold linen.
- 15 Block book monthly physiotherapy appointments.
- 16 Dispose of body fluids in a safe manner.
- 17 Purchase supplies
- 18 Take minutes for department staff meetings
- 19 Inventory supplies and equipment annually.
- 20 Use equipment such as computer, fax and photocopier.
- 21 Use computer software such as scheduling, word processing and spreadsheets.

QUALIFICATIONS:

Advanced reading, writing and communication skills.  
Minimum 2 months experience working in a related health field.  
Demonstrated ability to multitask and work independently in a time sensitive environment.  
Must be physically able to assist in client transferring and capable to perform tasks requiring lifting, bending, carrying, walking, reaching and climbing.

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Signatures: EMPLOYEE \_\_\_\_\_ DIRECTOR \_\_\_\_\_

U/RBEARDSWORTH/jjec/2004/ptta

revised: June 25, 2007