

***Interior Health is hiring Health Records Clerks**

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Company: Interior Health Authority

Location: Cranbrook

Category: other-general

Who are we looking for? Do you have clerical experience? Are you interested in expanding your career opportunities and developing new skills? If so, Interior Health is hiring Health Information Processing Clerks and Health Records File Clerks in the following communities: Cranbrook | Fernie | Kamloops | Kelowna | Nakusp | Nelson | Penticton | Salmon Arm | Trail | Vernon | Williams Lake We have casual, relief (part time, full time) and permanent (part time and full time) positions available for the following two positions: 1. Health Records File Clerk 2. Health Information Processing Clerk How will we help you grow? Interior Health offers excellent benefits and many opportunities to maximize your skills. We are an organization where you have room to grow in a place where life outside of work is just as important to us as it is to you. What will you work on? Health Records File Clerk: This position performs clerical functions related to the preparation, retrieval, distribution and maintenance of health records, such as: • Performs Health Records duties related to admissions and discharge of patients; • Quantitative analysis through checking patient charts for accuracy and completeness; • Sorts, photocopies and distributes reports and records; • Files inpatient, outpatient, emergency and day care visits as well as, associated loose medical reports; • Retrieves, delivers and signs out patient health records for various patient care areas; • Answers inquiries regarding patient charts; • Maintains incomplete chart area for physicians and ensures chart completion is performed within a set time frame; • Pulls designated cases for review and locates missing charts; Health Information Processing Clerk: This position performs a variety of clerical duties related to preparation, maintenance and storage of patient information and health records such as: • Conducts quantitative analysis to ensure

accuracy and completeness of patient records, obtains missing information from computer system and/or prepares deficiency slips to assist physicians in completing patient documentation; •Monitors and maintains an electronic tracking system for incomplete patient records; •Retrieves, organizes and files patient records, reports and other documents in paper or electronic form; •Ensures accuracy and integrity of unique identifiers for patients, also identifies and merges duplicate patient numbers and records; •Monitors and maintains record tracking to ensure records are confirmed in their location; •Designs, prepares and produces correspondence and forms or form letters; •Data entry for a variety of clinical registries and/or databases; •Answers inquires regarding patient information in accordance with legislative statutes, IHA and established policies, procedures and guidelines for Release of Information, prepares invoices for Freedom of Information requests; What should your application include? Please include a cover letter and be sure to include the following details: •Preference for casual, part time, or full time opportunities •Preferred location(s) •Indicate your availability for days, evening, and weekend shifts * Preference will be given to applicants with Aboriginal ancestry. Aboriginal/Indigenous peoples include First Nations (status and non-status), Métis and Inuit and North American Indians, only those Aboriginal persons who come from Canada and the United States should identify themselves as belonging to this designated group What do we offer? Interior Health offers work-life balance with competitive wages, excellent employee benefits, in a larger-than-life landscape and four seasons playground. Make Interior Health your next best career destination! Wages for these opportunities are dependent on position and schedule. Base wages (effective April 1, 2024) start at \$24.80 for Health Records File Clerk positions and \$26.63 for Health Information Processing Clerk positions. Shift premiums are available for evenings (\$1.90), and weekends (\$2.15) For clarity, if you work: Monday to Friday – Days \$24.80 to \$26.63/hour Monday to Friday – Evenings \$26.70 to \$28.53/hour Saturday/Sunday – Days \$26.95 to \$28.78/hour Saturday/Sunday – Evenings \$28.85 to \$30.68/hour If this sounds like a perfect opportunity for you, apply today!

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