Sunset Country Family Health Team (SCFHT)

Administrative Assistant – Medical Records Clerk

Full-Time Permanent

As a member of the **SCFHT,** the Administrative Assistant - Medical Records Clerk supports the Health Records Technician (HRT) and contributes to the efficient operation of the health records department. This role focuses on administrative tasks related to maintaining, organizing, and retrieving medical records while ensuring compliance with confidentiality standards. The Medical Records Clerk plays a key role in supporting clinical and administrative workflows by ensuring accuracy and availability of health records. This opportunity has become available following an internal promotion, reflecting SCFHT's commitment to professional growth and advancement within our team.

Medical Records Management

- Assist in creating, organizing, and maintaining accurate patient health records.
- File and retrieve medical records to support clinical and administrative teams.
- Perform data entry and ensure all information is correctly uploaded to the electronic medical record (EMR) system.

Administrative Support

- Handle requests for patient records from authorized individuals or organizations, ensuring timely and compliant processing.
- Prepare and send correspondence related to medical records, such as requests, follow-ups, or notifications.
- Assist with scanning and digitizing documents for integration into the EMR system.

Compliance and Confidentiality

- Adhere to privacy laws (e.g., PHIPA) and organizational policies to protect patient confidentiality.
- Maintain proper documentation for all health record-related activities to ensure compliance with legal and regulatory standards. Report any breaches or security concerns to the HRT.

Collaboration and Communication

- Work closely with the HRT to ensure smooth daily operations within the health records department.
- Act as a point of contact for staff and provider inquiries related to medical records, directing more complex issues to the HRT.
- Participate in team meetings and contribute to discussions about improving workflows and procedures.

The successful applicant will have the following qualifications/experience:

- High school diploma
- Prior experience in healthcare or medical records is an asset.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, etc.).
- Excellent verbal and written communication skills. Strong organizational skills and attention to detail.
- Demonstrate excellence in customer/patient service
- The following are not required but would be considered an asset: Medical Terminology and experience using Electronic Medical Records (EMR) software.

Compensation and Benefits:

- Annual Salary: $55,067
- Full-time is 1,664 hours per year (32 hours per week)
- HOOPP Pension Plan and Group benefits (health, dental, STD/LTD)
- Starting at 20 vacation days per year; 3 personal days per year

Those interested in this exciting and challenging career with the SCFHT are invited to forward a cover letter with a detailed resume, including references.

Deadline for Application: Open Until Filled

Email: HR@scfht.ca

We thank all applicants for their interest. However, only those candidates being granted an interview will be contacted.