



# Kirkland and District Hospital

145 GOVERNMENT ROAD EAST - POSTAL BAG SERVICE 3000  
KIRKLAND LAKE, ONTARIO, CANADA  
P2N 3P4

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CHAIR OF THE BOARD

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## **PLEASE DO NOT REMOVE FROM BULLETIN BOARD**

(If you require a copy, please see the Human Resources Department.)

## **SUBSEQUENT VACANCY**

Ref.# Cle. 10-06

<b><u>POSTED</u></b>	July 5, 2010
<b><u>DEPARTMENT</u></b>	Health Records
<b><u>POSITION</u></b>	Health Records Clerk
<b><u>STATUS</u></b>	Part-time
<b><u>UNION</u></b>	SEIU - Clerical
<b><u>RATE:</u></b>	As per Collective Agreement

### **OVERVIEW/ REQUIREMENTS:**

- Grade 12 education.
- Experience in Health Records and general knowledge of a health care environment.
- A working knowledge of medical terminology.
- Demonstrated computer knowledge and acceptable level of keyboarding proficiency.
- Must have problem solving skills and be able to work both independently and as a member of work teams.
- Must demonstrate attention to detail.
- Must have good communication and interpersonal skills.
- Must be able to maintain principles of PHIPA.
- Must demonstrate superior customer service and telephone skills - professional, courteous approach with all customers (public, department staff, doctors, and staff from other departments, other institutions and agencies).
- Candidates will be required to successfully complete an entrance examination including data entry and medical terminology.
- Bilingual (oral) English and French an asset.
- All other duties as assigned by the Manager or designate.

### **CLOSING DATE: JULY 9, 2010 @ NOON**

Resumes should be submitted to Debra Schenk, Human Resources.

*It is the responsibility of the applicant to ensure that his/her application is received within the above time period. It is also their responsibility to attach a current resume and/or other relevant documentation to their applications.*