



Medical Records Clerk- NOC: 14100

Description

We are seeking a detail-oriented and organized Medical Records Clerk to join our team. In this role, you will be responsible for managing and maintaining accurate patient records, ensuring the confidentiality and security of medical information, and providing support to our healthcare professionals.

Duties

- Type, proofread, and format correspondence, forms, and various documents.
- Create reports from both manual and electronic files, inventories, and databases.
- Sort, process, and verify applications, receipts, and other paperwork.
- Maintaining and updating patient medical records in electronic and paper formats.
- Handle incoming and outgoing mail, both manually and electronically.
- Ensuring the accuracy and completeness of patient information
- Prepare and format documents for presentation.
- Compile data, statistics, and other relevant information.
- Provide general information and assistance to clients and the public.

Closing Date

September 1, 2025

Categories

Rural Opportunities

Employer

St.Adolphe Clinic

Location

Rural

Address

457 Main St Saint Adolphe, R5A 1A2

Job Type

Permanent

Education Level

High School

Email

career.stadolpheclinic@gmail.com

- Photocopy, collate, and distribute documents for mailing and filing.
- Perform data entry tasks.
- File materials in designated storage areas.
- Label files according to retention and disposal schedules.
- Organize, label, file, and retrieve documents as needed.
- Locate and remove files upon request.
- Schedule and organize office tasks and workflows.
- Store, update, and retrieve financial data as necessary.
- Handling requests for medical records in compliance with privacy regulations

Qualification

- High school diploma or equivalent; additional certification in medical records or health information management is a plus.
- Knowledge of medical terminology and healthcare procedures.
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive information with confidentiality and discretion.