



Clerk, Health Information Management - 1 position	Posting #: 54642
Health Information Management	Posting Date: March 18, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: March 24, 2025
Full Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$23.74 - \$27.90 /hour

The successful candidate will work at St. Joseph's Hospital and/or Finch Family Mental Health Care building. The Health Information Management Clerk is responsible for supporting the day-to-day departmental operations and is the first point of contact for internal and external stakeholders. Flexibility is required to cover all shifts at any site as required. The duties of this position encompass all aspects of records management. This includes, but is not limited to, sorting/filing of loose reports as well as pulling/filing of patient charts and the provision of records to patient care areas.

Essential Qualifications

- Secondary (High) School Diploma
- Demonstrated customer service in dealing with both internal and external customers
- Demonstrated understanding of and compliance with legislation related to the handling and management of health information
- Demonstrated understanding, recognition and application in previous work experiences of the importance of confidentiality of information and the patients' right to privacy
- Must be capable of meeting the physical demands required to perform the role
- Demonstrated accuracy and attention to detail
- Demonstrated computer knowledge and ability to work within a Windows environment in multiple software applications
- Excellent organizational skills to handle a demanding workload in a busy environment, with multiple, competing priorities
- Excellent communication and interpersonal skills including the ability to communicate information accurately and professionally
- Ability to work with minimal supervision and initiative to work independently as an effective team member
- Familiarity working within an electronic environment
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Preferred Qualifications

- Proficiency in French would be an asset.
- Recent manual filing experience
- Understanding of records management methodologies
- Knowledge of Cerner Person Management, ProFile, Chart Tracking, Power Chart, Discern Reporting Portal and CCL gateway reports
- Related work and experience in a healthcare environment
- Previous data entry experience

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*