



# Tehsakitshon:tha

## Kateri Memorial Hospital Centre

P.O. Box 10, Kahnawake, QC J0L 1B0

Tel: (450) 638-3930 Fax: (450) 638-4634

[www.kmhc.ca](http://www.kmhc.ca)

## Internal/External Job Opportunity

*Kateri Memorial Hospital Centre is located in the vibrant Mohawk Territory of Kahnawake. We have a 73-bed inpatient facility in a homelike environment and extensive outpatient services. KMHC is dedicated to strengthening the health and well-being of Onkwehshon:'a (people) and providing quality health and preventative care services.*

<b>POSITIONS</b>	Medical Records Administrative Assistant Indeterminate (Permanent) Availability With flexible working schedule including evening and weekends
<b>JOB SUMMARY</b>	The Medical Records Administrative Assistant is responsible for providing general administrative and clerical support, maintenance of accurate health records (on paper and digital) consistent with policies and procedures, undertake responsibility for specific projects as assigned, coordinating with internal services & external parties, and helping the successful completion of projects. The position requires the ability to provide a combination of reception and clerical duties and to maintain the excellent rapport with staff, clients and the public. The full time Medical Records Administrative Assistant should be capable to work in the evening, weekend and/or other shifts as required.
<b>REQUIREMENTS</b>	One-year certificate from college or technical school in Medical Secretarial or Medical Clerical training, and with 1 year related experience and/or training; Page 3 of 3 High School Diploma and/or Secretarial or Typing Skills, and with three years related experience; One-year project management or related experience; <b>Knowledge of computer programs (Word, Excel and E-mail);</b> <b>Knowledge of Database programs</b> <b>Record-Keeping skills</b>
<b>SALARY</b>	In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 2356, Group 246: <b>Echelon 1 \$25.96 to Echelon 11 \$33.58 per hour</b> , depending on experience
<b>DEADLINE</b>	<b>Wednesday, August 21, 2024 at 3:30 pm</b>
<b>APPLICATIONS</b>	<b><u>Please submit the following:</u></b> <ul style="list-style-type: none"><li>✓ Application Form</li><li>✓ Letter of Intent</li><li>✓ Resume</li><li>✓ Proof of Educational Requirements</li><li>✓ Provide names and contact information of three (3) Professional References</li><li>✓ A signed <b>Privacy Waiver</b> allowing a security check to be performed along with a <b>photocopy of a valid photo Identification Card</b> (Driver's License preferred or Medicare Card or Band Card)</li></ul>

**You can find the following documents on [www.kmhc.ca/careers](http://www.kmhc.ca/careers):**

➤ Job Description

**Submit applications to:**

[kmhc.hr.kahnawake@sss.gouv.qc.ca](mailto:kmhc.hr.kahnawake@sss.gouv.qc.ca)

Posted: August 7, 2024



# Tehsakotitsén:tha

## Kateri Memorial Hospital Centre

<b>TITLE:</b>	Medical Records Administrative Assistant Availability Group 246 Code 2356
<b>DEPARTMENT:</b>	Medical Records (#7500)
<b>SUPERVISOR:</b>	Medical Records Manager
<b>STATUS:</b>	Availability <b>(Flexible working schedule including evening and weekend)</b>
<b>EFFECTIVE DATE:</b>	June 2024
<b>REVISION DATE:</b>	

### JOB SUMMARY

The Medical Records Administrative Assistant is responsible for providing general administrative and clerical support, maintenance of accurate health records (on paper and digital) consistent with policies and procedures, undertake responsibility for specific projects as assigned, coordinating with internal services & external parties, and helping the successful completion of projects. The position requires the ability to provide a combination of reception and clerical duties and to maintain the excellent rapport with staff, clients and the public. The Medical Records Administrative Assistant should be capable to work in the evening, weekend and/or other shifts as required.

### RESPONSIBILITIES

- Maintain the Professional Standards of Practice especially in the area of Privacy & Confidentiality
- Provide accurate and efficient services to all hospital personnel according to policies and procedures for the department
- Plan and prioritize for the work in his/her area
- Keep all medical files updated with recent and accurate information
- Ensure that only authorized personnel have access to MRD department
- Assist in departmental and organizational projects e.g. MYLE Administrator, SIED Super user, Clinibase Administrator, Coffee with QI, etc.
- Coordinate with internal services and external parties for the project as assigned
- Conduct Audits as assigned
- Keep statistics as determined by department
- Advise immediate supervisor/delegate of any unusual situation or issue
- Declare all risk situations, near misses or accidents that are witnessed or discovered
- Have attitudes and behaviors which assure the provision of safe care and services
- Assume responsibility in ensuring the environment is exempt of risks for clients and employees

## **DUTIES**

### **MRD CLERICAL DUTIES:**

- Work in regular clinics and additional evening clinics, weekend clinics, and/or other shifts as required
- Keep a daily list recording all incoming and outgoing charts
- Pull and file outpatient charts
- Answer department telephone
- Photocopying and faxing as necessary
- Distribute incoming faxes properly
- Keep the registration of new patients logs up to date
- Make hospital Card
- Scanning and Indexation of incoming documents and medical files
- Purge and upkeep the deceased register & deceased charts
- Update statistics on daily basis as determined by department
- Collate numbers from various logs/lists to provide annual statistics to supervisor
- Ordering and restocking office supplies
- Assist client(s) in filling out forms i.e. release of information and may process some requests

### **PROJECT ASSISTING & COORDINATION**

– MYLE Administrator, SIED Super User, Clinibase Administrator, etc.

- Assist in the orientation for the new staff
- Train the new staff on MYLE
- Provide continuous support to staff and management regarding all things MYLE related
- Create, Maintain, and Update Forms in the MYLE
- Create and revise policies and procedures as they pertain to Electronic Medical Records (EMR).
- Create, and maintain an easily accessible database of MYLE, SIED and/or other new software guides and training materials
- Conduct Audits as assigned, e.g. MYLE Access Audit, Scanning quality Audit, etc.
- Provide training on SIED
- Provide training on Clinibase
- Assist in projects as assigned, e.g. assist in developing MYLE new module, Patient Portal in MYLE, etc.
- Access management, e.g. MYLE, CLINIBASE, Citrix/Helios/Panda (CHP) user account management
- Update and maintain services as needed in cooperation with IPC, OPC, Home Care
- Coordinating with external parties, e.g. MEDFAR, Techno Centre, etc.

### **QUALIFICATIONS/REQUIREMENTS**

#### Education/Experience:

One-year certificate from college or technical school in Medical Secretarial or Medical Clerical training, and with 1 year related experience and/or training;

High School Diploma and/or Secretarial or Typing Skills, and with three years related experience;

One-year project management or related experience;

Knowledge of computer programs (Word, Excel and E-mail);

Knowledge of Database programs

Record-Keeping skills

Language Skills:

Ability to read and interpret documents such as medical forms with medical terminology, instructions, and procedure manuals;

Ability to write routine reports and correspondence;

Ability to speak effectively with clients and employees of the organization;

Mathematical Skills:

Basic mathematical skills

Reasoning Ability:

Ability to interpret a variety of instructions furnished in written, verbal, diagram or schedule form

Ability to deal with problems involving standard situations for Medical Records department

Physical Demands:

While performing the duties of the job, the employee is regularly required to sit, stand, walk, talk, hear, reach with arms and hands, climb or balance, stoop, kneel, crouch, pick up and transport piles of charts and spend long periods of time on feet.

The employee is frequently required to use hands to handle and manipulate keys on a keyboard.

Vision ability required includes close vision

Other Qualifications:

Excellent interpersonal and communication skills;

Ability to maintain positive working relationships in a team based working environment;

Must be able to take direction, and work well independently and in an energetic team setting;

Strong ability to multi-task and prioritize duties in a timely manner with frequent interruptions;

Flexibility and Adaptability required

Knowledge of Kanien'keha language, culture and history is an asset;

Knowledge of French language is an asset

*The employee shall perform the services outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time.*

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager