
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Technical

Class Series: Health Records

Grid: 18

Class Title: Health Records Technician

I. Level Definition

Positions at this level perform a variety of medical records duties such as coding, abstracting qualitative/quantitative analysis and maintaining patient statistics.

II. Typical Duties

1. Identifies and processes corrections in medical records.
2. Codes and abstracts charts for required information according to established guidelines.
3. Calculates and/or maintains statistics such as abortions, daily census, admissions and discharges from all nursing units and clinics.
4. Checks charts for correct assembly and accuracy and files.
5. Pulls charts for review by Committees.
6. Batches Professional Activities Survey/Hospital Medical Records Institute abstracts for submission for data entry, or enters this data as required.
7. Answers inquiries regarding patients' charts and prepares related correspondence.
8. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, graduate of an approved program for Medical Records Technicians, plus two years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to operate related equipment.