

# Western District Health Service

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**Position:** Health Information Clerk  
**Classification:** WC1  
**Reports To:** Chief Health Information Manager  
**Award and Conditions:** Health & Allied Services

**Minimum Qualifications:**

Basic computer skills, prepared to work in different areas and willingness to learn new skills

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**PRIMARY OBJECTIVES:**

- Responsible for the timely preparation and filing of all medical records for Allied Health appointments and Obstetric and Gynaecological consultations.

**DUTIES AND RESPONSIBILITIES:**

- Accessing the outpatient appointment module on the Patient Administration System to determine Allied Health appointments and Obstetric and Gynaecological consultations that require medical records to be retrieved.
- Timely retrieval of all medical records required for Allied Health appointments and sorted by specialty one day prior to the scheduled appointments.
- Ensuring the medical records for Allied Health appointments contain the appropriate front sheets, dividers and patient labels.
- Timely retrieval of all medical records required for one week of Obstetric and Gynaecological consultations the week prior to the scheduled consultations.
- Ensuring that all the medical records retrieved for Obstetric and Gynaecological consultations contain the appropriate front sheets, dividers and patient labels.
- Electronic tracking of all medical records retrieved for Allied Health appointments and Obstetric and Gynaecological consultations to their required destination.
- Checking of all medical records that come back from Allied Health and the Obstetric and Gynaecological clinic to ensure that the medical records have been written in and marked accordingly to the current year.
- Daily filing of all medical records that come back from Allied Health and the Obstetric and Gynaecological clinic to the appropriate filing location.
- Printing of miscellaneous forms as required by service providers.
- Reception duties at specialist Clinics as required
- Telephone reception for Consulting clinics.
- Assembling and labelling of new medical record covers.
- Physical and electronic merging of medical records as required.
- Assist with the daily compilation of discharged medical records.
- Filing documentation etc into the medical record.
- Typing of medical record front sheets.

- Provide records as requested by wards, A&E and clinicians and track as necessary.
- Relieve the Computer Clerk and the Consulting Clinic Clerk as instructed by the Chief Health Information Manager.
- Answer other Department phones when necessary.
- Maintenance of an allocated section of the compactus i.e. keep tidy, “skinny down” large volumes etc.
- Assist with medical record audits as required.
- Photocopying medical records for Freedom of Information as instructed by the Chief Health Information Manager.
- Attend HID meetings.
- Mailbox collection for the Health Information Department and Consulting Clinics.
- Culling of records from primary to secondary storage.
- Assist with other areas of medical record management, as a part of the Health information team
- Assist with the preparation of health information and medical record documentation in the advancement of electronic medical records
- Culling of records for destruction at both Hamilton, Peshurst campuses and other future campuses.
- Other duties as requested by CHIM.

### **Quality**

- Participate in Quality Improvement activities within HID.

### **Communication**

- Liaise with clerical staff, clinicians, nursing and allied health professionals with regard to matters pertaining to this positions description.

### **Education**

- Participate in continuing education programs in relation to this position description.

### **Policy and Procedure**

- Ensure confidentiality is maintained at all times with regard to the medical record and the Health Information Services and release patient information only in accordance with the Hospital Policy.

### **Privacy Principles**

- To be conversant with the, and adhere to the Health Records Act and the Information Privacy Act.

### **Inherent Physical Requirements**

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

The role may require the following tasks among other things:

<u><b>1 Nursing / Patient Care Role</b></u>	<u><b>2. Maintenance / Hotel Services Staff Role</b></u>	<u><b>3 Clerical / Administration Role</b></u>
<ul style="list-style-type: none"> <li>▪ manual handling ( pushing, pulling equipment)</li> <li>▪ general patient handling and clinical nursing duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and infectious waste,</li> <li>▪ <b>shift work in most roles</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ generic maintenance work, working at heights</li> <li>▪ generic out door work / pushing, pulling trolleys</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work</li> <li>▪ general clerical, computer and some admin work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and or infectious waste,</li> <li>▪ <b>shift work in some roles</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work, data entry</li> <li>▪ general clerical at varying levels ,</li> <li>▪ use of personal protective equipment</li> <li>▪ handling general</li> <li>▪ pushing and pulling trolleys / filing,</li> <li>▪ <b>shift work in some roles</b></li> </ul>

### Other Requirements

- Current police check is required for this role
- Current driver's licence is required for this role
- This role may require the incumbent to work a variety of shift lengths, rotating morning, afternoon and evening shifts, and/or weekend work
- Some after hours work may be required in this position

### Duties of Employees

- Carry out their duties in a manner which does not adversely affect their own health and safety, or that of others
- Cooperate with measures introduced in the interest of health & safety and infection control
- Undertake any training provided in relation to occupational health and safety and infection control
- Immediately report all matters that may affect workplace health and safety, to their superior
- Correctly use any information, training, personal protective equipment and safety equipment provided
- Refrain from recklessly or wilfully interfering with anything that has been provided for health & safety reasons
- Work within the policies, procedures and guidelines of the Western District Health Service

<b>APPROVALS</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Divisional Head:</b>			
<b>Department Head:</b>			
<b>Employee:</b>			

<b>Position code:</b> <i>Human Resources Department use only</i>	<b>HI_Clerk_JD10</b>
<b>Date revised:</b> <i>Human Resources Department use only</i>	<b>August 2011</b>

**When revised please forward electronic copy to:**  
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