



**HSS REGISTERED**

**HIMS Clerk**  
**Health Salaried Officers Agreement: G-2**  
**Position Number: 005202**  
**Health Information Management Services**  
**Armadale Health Service / Kalamunda Hospital**

**Reporting Relationships**

Manager Health Information Management Service  
 Level: G-7  
 Position Number: 113327



Clerical Coordinators  
 Level: G-5  
 Position Number: various



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:

- Various clerical positions

**Key Responsibilities**  
 Provides comprehensive reception, clerical and health record support service to area / department (including Emergency Department, Wards, Mental Health, Outpatient Clinics, Medical Records, Reception/Switchboard) for Armadale Health Service and Kalamunda Hospital.

## Brief Summary of Duties (in order of importance)

### 1. Patient Activity

1.1 Process patient activity (i.e. Admissions, Discharges, Outpatient appointments, Department visits, Waitlist, Transfers, etc.) in the computerised information system (webPAS) in a timely manner to ensure a correct bed census.

### 2. Health Records

2.1 Retrieve, compile, create, update and track health records.

2.2 Print and prepare admission paperwork, labels and wristbands in preparation for patient attendance.

2.3 Collate discharged health records and return to clinical coding in a timely manner.

2.4 File loose reports/notes, including laboratory reports to ensure health records are current.

2.5 Ensure financial forms (e.g.: Claim Type forms, Same Day Certificate and Acute Care Certificates) are completed by patients as required and submitted accordingly.

2.6 Provide health records to Medical Staff to facilitate completion of discharge summary.

2.7 Record and process all documents related to births including Guthrie Cards, Centre link Forms and Purple books.

### 3. Reception

3.1 Attend and direct telephone enquiries as necessary.

3.2 Attend to enquires and requests from the public, staff and doctors and assist with the direction of patients and visitors.

3.3 Operate Ward Base Paging System.

3.4 Record and direct messages and mail as appropriate.

### 4. Administrative

4.1 Ensure adequate levels of stationery and other office supplies.

4.2 Arrange bookings for various services as requested by clinical staff (eg: tests, transport)

4.3 Attend to and record patient's private and lost property, arrange for safe keeping and return.

4.4 Provide on the job training and support to other clerical staff.

### 5. Other

5.1. Ensure maintenance of patient confidentiality at all times.

5.2. Participate in team activities/portfolios.

5.3. Attend Team meetings as required.

### 6. EMHS Governance, Safety and Quality Requirements

1.1 Participates in the maintenance of a safe work environment

1.2 Participates in an annual performance development review.

1.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.

1.4 Completes mandatory training (including safety and quality training) as relevant to role.

1.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.

1.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 7. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated strong administrative / customer focus experience.
2. Demonstrated interpersonal, verbal and written communications skills.
3. Demonstrated organisation and time management skills, including the ability to organise and prioritise workloads to meet timeframes.
4. Demonstrated ability to work with minimal supervision and in a team environment.
5. Demonstrated ability to maintain confidentiality.
6. Accurate data processing/keyboard skills.

### Desirable Selection Criteria

1. Previous experience with computerised patient information systems (ie.webPAS)
2. Knowledge of health record procedures and practices.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

### Appointment Prerequisites

Appointment is subject to:

- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<b>Tanya Mioceвич</b>		<b>He06266</b>	<b>25/02/2022</b>
<b>Manager / Supervisor</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Dept. / Division Head Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

<b>Occupant Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			

**HSS Registration Details (to be completed by HSS)**

<b>Created on</b>	<b>Last Updated on</b>	<b>August 2019</b>
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