



HSS Registered

Culling Clerk
Health Salaried Officers Agreement: Level G2
Position Number: 110468
Patient Information Service
Armadale Health Service / East Metropolitan Health Service

Reporting Relationships

Manager Patient Information and Clerical Service
 HSO Level G7
 Position Number: 005199



Clerical Coordinator- Medical Records
 HSO Level G5
 Position Number: 110459



This Position



Directly reporting to this position:

Title	Classification	FTE
• NIL		

Also reporting to this supervisor:

- Medical Records Clerk Level G2
- Medical Records Relief Clerk Level G2

Key Responsibilities
 Responsible for the recall and culling of medical records between primary onsite storage and the offsite storage facility. Includes the request, cataloguing and follow up of record requests.

Brief Summary of Duties (in order of importance)

1. General Duties

- 1.1 Cull appropriate medical records from between storage areas onsite and offsite as required.
- 1.2 Catalogue medical records for offsite storage using relevant software.
- 1.3 Responsible for assisting the transfer of medical records from onsite and offsite storage areas, using appropriate manual handling techniques.
- 1.4 Utilise the Patient Administration System (i.e.WebPAS) to identify patients, search patient attendance dates to ensure medical record is complete, check record status and update data as required.
- 1.5 Ensure previous Emergency Department notes are integrated/amalgamated in the medical record.
- 1.6 Merge records returned from offsite facility with temporary records.
- 1.7 Move/Reshuffle medical records in filing areas as directed.
- 1.8 Ensure medical records are collated in accordance with Armadale Health Service Policy/Standards.
- 1.9 Destroy confidential information as directed and in accordance with Armadale Health Service Policy / Standards.
- 1.10 Collect and record workload statistics daily.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Previous clerical experience in a health service environment.
2. Demonstrated high level of interpersonal, verbal and written communication skills.
3. Demonstrated organisational and time management skills including the ability to organise and prioritise workloads to meet timeframes.
4. Demonstrated ability to work independently and collaboratively in a team setting.
5. Demonstrated ability to maintain confidentiality.
6. Accurate data processing/keyboard skills.
7. Demonstrated ability to perform activities related to manual handling.

Desirable Selection Criteria

1. Knowledge of medical record procedures.
2. Previous experience of computerised patient information systems (i.e. WebPAS).
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- 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.

Naomi Sopi		He21616	20/02/2017
Manager / Supervisor Name	Signature or	HE Number	Date
Dept. / Division Head Name	Signature or	HE Number	Date

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

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on
	February 2019