



**HSS REGISTERED**

**Health Information Management Services Officer**  
**Health Salaried Officers Agreement: HSO Level G2**  
**Position Number: 115599**  
**Clinical Services / HIMS**  
**Fiona Stanley Hospital / South Metropolitan Health Service**

**Reporting Relationships**

Deputy Manager, Health Information Management Service  
 Award Level: G-7  
 Position Number: 115256



Medical Records Coordinator  
 HSO Level G-5  
 Position Number: 114203:



**This Position**



Directly reporting to this position:

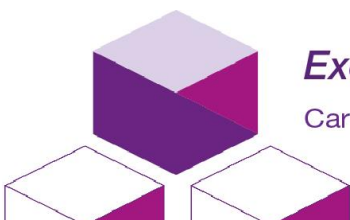
Title	Classification	FTE
• NIL		

← Also reporting to this supervisor:

- HIMS Officer; Level G-2; Multiple FTE
- Medical Record Clerk; Level G-2; Multiple FTE
- Medical Record Supervisor Level G-3; 1 FTE

**Key Responsibilities**

Provides HIMS clerical support for Fiona Stanley Hospital ensuring records are maintained in a confidential environment, accessible in a timely manner.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

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

### 1. Patient Information Management

- 1.1 Processes admission, transfers discharges in the Web based Patient Administration System (WebPAS) as per HIMS policy and procedures.
- 1.2 Utilises WebPAS and EDIS to search, create, register and update patient information.
- 1.3 Provides clerical support across Fiona Stanley Hospital for Clinical, Nursing, Allied and Mental Health staff as required.
- 1.4 Requests retrieval, compilation and creation of medical records as appropriate.
- 1.5 Screens enquiries and processes internal and external requests for the release of information from the paper-based or digital medical record in accordance with HIMS policies and procedures.
- 1.6 Liaises with other Health Services.
- 1.7 Maintains the digital medical record including the preparation, scanning and auditing of records and loose reports.
- 1.8 Provides an efficient and courteous hospital reception service for patients, visitors and hospital staff throughout the hospital.

### 2. General

- 2.1 Ensure confidentiality is maintained at all times.
- 2.2 Contributes towards the delivery of customer focused services.
- 2.3 Provides support to other clerical staff being trained for this or similar positions.
- 2.4 Attends to enquiries and requests from public, clinical and non-clinical staff.
- 2.5 Attends team meetings and training sessions as required.

### 3. SMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 4. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrate strong administrative / customer focus experience
2. Demonstrate effective organisation and prioritisation skills
3. Demonstrate sound written and verbal communication skills.
4. Demonstrate ability to work both independently and in a team environment.
5. Demonstrate ability to deal responsibly and appropriately with highly confidential information.
6. Demonstrate proficient and accurate keyboard, data entry and retrieval skills.

### Desirable Selection Criteria

1. Demonstrate experience in a reception and/or clerical environment.
2. Experience with a Health Application such as WebPAS
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.
- Provision of the minimum identity proofing requirements.
- 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>Krystal Stubbs</b>		<b>HE16052</b>	<b>06/05/2019</b>
<b>Manager / Supervisor Name</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>March 2020</b>	<b>Last Updated on</b>	<b>March 2021</b>
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