



**MATAWA HEALTH  
CO-OPERATIVE**

EMR/Data Clerk  
Job Description

## **PURPOSE OF THE POSITION**

Matawa First Nations has established the Matawa Health Co-operative. This provincially incorporated Co-op consists of the nine Matawa member communities – Webequie, Neskantaga, Nibinamik, Eabametoong, Marten Falls, Aroland, Ginoogaming, Long Lake # 58 and Constance Lake First Nations.

Its purpose is to provide collaborative and accountable health service to member First Nations. As a co-operative, the members set the direction and it reflects the unique nature of each First Nation. The Co-operative is flexible and how services are implemented must reflect the priorities, capacity and diversity of each First Nation.

The EMR/Data Clerk shall work closely with the EMR/Privacy Coordinator, and other community stakeholders. He/she will report to the EMR/Privacy Coordinator.

## **SCOPE**

The EMR/Data Clerk shall assist the Privacy/EMR Administrator in the day-to-day functioning of the Co-operative's Health Records and EMR. They will ensure operational procedures of the Health Records and EMR remain in compliance with relevant privacy laws.

The person must be committed to a community development philosophy, primary care model, and inter-disciplinary health practice, establishment of partnerships with other agencies, cultural competency and collaborative relationships with other staff.

## **RESPONSIBILITIES**

1. Accurately identify patients and enter laboratory and x-ray reports, specialist reports, discharge summaries and reports pertaining to the patient's care into an electronic medical record.
2. Must be detail oriented, and capable of navigating through an EMR.
3. Provide of day-to-day functioning of the Co-operative's Health Records and EMR;
4. Ensures the secure holding of client information in both physical and electronic format is upheld; working with the Co-operative's IT and other authorized stakeholders to achieve the same;
5. Providing on-site support and orientation to Health Records to all staff utilizing EMR and health records;

6. Working with IT, to ensure the availability of adequate and reliable statistical data as requested, initiating a format to extract monthly reports as required by the Co-operative's funding organizations;
7. Perform other tasks assigned by EMR/Privacy Coordinator (faxing, scanning, photocopies, filing, etc.) if needed.
8. Performs other related duties as requested;

## **QUALIFICATIONS AND REQUIREMENTS**

The incumbent must have proficient knowledge in the following areas:

1. PACC Professional Certification, Health Information Management Certification or IAPP or similar associations preferred;
2. Minimum of 2 years of EMR/Data Administration work related experience.
3. Broad knowledge of the services provided Matawa First Nations and member First Nations.
4. Ability to display and support Matawa Health Co-operative's vision, mission, and goals in providing respectful and effective health care
5. Ability to satisfactorily pass a Tuberculin (TB) Skin Test and Criminal Records Check (including Vulnerable sector)
6. Must be able to travel to the Matawa First Nation Communities when required
7. A valid driver's license
8. Access to a vehicle and insurance to travel to highway accessible sites
9. Ability to speak Oji-Cree or Cree an asset

## **Skills**

The incumbent must demonstrate the following skills:

- Good typing skills
- Ability to read, comprehend and follow instructions
- Understanding of transcribing procedures
- Analyzing information
- Information sorting
- Confidentiality
- Source data preparation
- Elimination of duplicated information
- Skill in operating an alphanumeric keyboard
- Self-motivation

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision
- Must be willing to work in a team like setting
- Demonstrates commitment to fostering a health and positive work environment
- Must be willing to travel as required

## **WORKING CONDITIONS**

### **Physical Demands**

The EMR/Data Clerk may have to travel to the communities in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The EMR/Data Clerk may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Building may be a busy facility. EMR/Data Clerk may have to manage a number of projects at one time, and may be interrupted frequently. The EMR/Data Clerk may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

### **Mental Demands**

The EMR/Data Clerk will have to manage a number of requests and projects at one time. They must be aware of MHC business in the communities. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

## **CERTIFICATION**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

I certify that I have read and understand the responsibilities assigned to this position.

\_\_\_\_\_  
Supervisor's Title

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

\_\_\_\_\_  
Chief Executive Officer's Signature

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.