



EMPLOYMENT OPPORTUNITY

Position: EMR Data Clerk

Background:

Incorporated in 2017, the Matawa Health Cooperative (MHC) is a Matawa First Nation owned and controlled health co-operative that provides health care services to enhance existing health services to achieve long-term health and well-being for all members within the nine (9) Matawa First Nations. It is overseen by a Board of Directors and is a member of the Health Care Co-operatives Federation of Canada. The MHC is community-driven with available services being tailored to individual community's needs. It is the first of its kind in Canada.

The MHC works to incorporate traditional healing and medicines in addressing the wholistic health needs of the Matawa First Nations focusing on the priorities of mental health and addictions, diabetes and chronic diseases. It oversees an Inter-Professional Primary Care Health Team made up of a clinical coordinator, 12 nurses (3 are Certified Diabetes Educators, 1 mental health nurse, 3 Community Health Nurses, 4 Public Health Nurses), 1 dietitian, 3 physicians, 1-foot care nurse and, 2 mental health counsellors providing direct services in the Matawa First Nations or through telemedicine.

The organization is accepting applications for a EMR Data Clerk.

Position Summary:

The EMR Data Clerk will work under the supervision of the MHC Executive Director, the Data Clerk is responsible to provide assistance in the day-to-day functioning of the Health Records and EMR. He/she will provide customer services to clients and visitors, provide secretarial duties including managing medical documents and workflow, answering telephones, coordinating appointments, and assisting and referring clients. Specific duties include:

- 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.
- Must be detailed orientated and capable of navigating into the EMR.
- Welcomes all visitors being friendly and professional addressing their needs.
- Provide day-to-day functioning of the Co-operative's Health Records and EMR.
- Providing on-site support and orientation to Health Records to all staff utilizing EMR and health records
- Assist with ordering medical and office supplies.
- Scan documents to client charts in a timely manner and use the EMR messaging system to assist with patient follow-up as needed.
- Other duties related to effectively operate the Matawa Health Co-op office, as assigned.

Preferred Qualifications, Experience, Knowledge and Abilities:

In addition to the following, the EMR Data Clerk:

1. Health Information Management Certification or IAPP or similar associations preferred;
2. Minimum of 2 years of EMR/Data Administration work related experience
3. The ideal candidate must also have the ability to display and support Matawa Health Co-operative's vision, mission, and goals in providing respectful and effective health care.

The incumbent should also have proficient knowledge in the following areas:

- Computer skills – experience working on an electronic medical record
- Demonstrates ability to work independently and able to work in as a team member
- Excellent secretarial, interpersonal communication, word processing, note-taking, and file management skills
- Strong knowledge of medical terminology and be familiar with various medical procedures and business practices.
- Capacity to adapt quickly to fast paced, dynamic work environment
- High degree of accuracy and attention to detail
- The ability to maintain records confidentiality
- Electronic documentation of health records
- Knowledge of various computer systems and applications (ie. Microsoft Office, etc.)

Applicants will have skills and personal attributes as described in the job description including excellent oral and written communication skills; interpersonal and leadership skills.

Location: Thunder Bay, Ontario (with extensive travel to Matawa road-access and remote communities)

Salary: Commensurate with experience

Term: 12-18 month contract

How to Apply: Please send your cover letter and resume with three references to:

Matawa Health Co-operative
RE: EMR Data Clerk
233 Court Street South, 1st Floor
Thunder Bay, ON P7B 2X9

Fax: (807) 346-2371

Email: careers@matawa.on.ca

Deadline: June 22, 2021

For additional information, please view the job description at the Matawa website:

www.matawa.on.ca

(or at: <http://www.matawa.on.ca/recruitment/career-opportunities/>)

We thank all applicants for their interest in working with the Matawa Health Co-operative, however only those selected for an interview will be contacted.