

## Health Records Clerk Internal Employment Opportunity

|                         |                                              |                              |                           |
|-------------------------|----------------------------------------------|------------------------------|---------------------------|
| <b>Position Status:</b> | Temporary (6 months)<br>Part-Time (0.50 FTE) | <b>Location/Department:</b>  | Medical Records           |
| <b>Affiliation:</b>     | PSAC                                         | <b>Reports to:</b>           | Health Records Supervisor |
| <b>Date of posting:</b> | October 20, 2025                             | <b>Posting closing date:</b> | October 27, 2025          |
| <b>Rate of pay:</b>     | \$20.29 – 21.75 per hour                     | <b>Position start date:</b>  | November 15, 2025         |

### Position Summary

#### *An Integrated and Wholistic Approach to Health Care Delivery*

Located on Treaty 4 Territory in the beautiful Qu'Appelle Valley, the [All Nations' Healing Hospital](#) (ANHH) is seeking a dedicated and enthusiastic Health Records Clerk to join the Health Information Management Team.

Under the direction of the Health Records Supervisor, this position assists in the establishment and maintenance of health records in accordance with departmental, regional and legislative requirements.

### Duties and Responsibilities

- Collects, sorts and assembles health records.
- Purges health records, shreds discarded documents, microfilms/files retained documents.
- Maintains chart tracking/locator systems (e.g., signing out health records, updating their location and signing them back in).
- Retrieves and delivers health records for departments/clinics/physicians, as requested (e.g., study/research, release of information).
- Files health records, creates new folders when necessary.
- Assists with month-end procedures.
- Assists with Quantitative Analysis of inpatient/outpatient records.
- Performs data entry, as required.
- Provides office reception duties (e.g., telephone, switchboard, Lifeline, book appointments).
- Orders office supplies and performs billing duties.

### Qualifications

- Office Education Certificate
- Basic medical terminology.
- A combination of education and experience will be considered.
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If ANHH is a good fit for you please submit a cover letter, resume, and three references to:

Human Resources  
E-mail: [hr.anhh@fhqtc.com](mailto:hr.anhh@fhqtc.com)  
Website: <https://allnationshealinghospital.ca>

We thank all applicants for applying. Only those applicants selected for an interview will be contacted.