



Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00681	Pay Grade:	5
JD Title:	Records Scanner (II)	JD FTE Hours:	35
Job Family:	Data Management		

General Description

Responsible for resolving discrepancies within patient charts and consulting with others to resolve issues with patient files. Scans medical documents to electronic medical records and maintains patient paper charts. Supervises scanning and medical records staff.

Representative Duties & Responsibilities

- Organize and ensure adherence to the out-sourcing of scanned document contracts.
- Prepare reports detailing patient numbers, medical records scan status, and tracking the receipt of reports.
- Identify and resolve discrepancies with patient charts such as demographics or issues arising from the integrater.
- Liaise with patients, medical records staff, and health care teams to resolve issues with patient charts.
- Update, maintain, and verify information in a variety of databases and spreadsheets.
- Oversee the quality control of all medical records to ensure the quality of all scanned documents.
- Gather and compile the paperwork required to facilitate hiring and payment processes.
- Prepare invoices for third parties such as lawyers and insurance agencies.
- Write a variety of documents such as correspondence, procedure manuals, and reports.
- May be required to prepare Workplace Safety and Insurance Board (WSIB) and Ontario Disability Support Program (ODSP) reports.
- Scan and upload paper reports and documents.
- Create and maintain electronic patient folders.
- File, maintain, purge, and repair patient paper charts.
- Destroy inactive paper charts according to established procedures and guidelines.
- Retrieve paper or electronic chart reports at on-site and off-site locations as requested by clinicians.
- Write formal notes and records such as procedures for scanning and uploading documents.
- Gather and compile information received from hospitals, labs, or community health agencies.
- Prioritize requests from health professionals requesting patient reports.
- Respond to or redirect routine inquiries.
- Set up and maintain filing systems, both electronic and hard copy.
- Classify, sort, and file correspondence, records, and other documents.
- Update and maintain confidential files and records.
- Handle sensitive material in accordance with established policies.

Supervision

- Supervise and direct the activities of up to 4 continuing employees.

Qualifications

- 2 year Community College diploma in Office Administration or related field.
- Requires 3 years of relevant experience, including one year of supervisory experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to select and scan patient charts.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day consists of greater than 3.5 hours of routine mental effort for activities such as:
 - Scanning and uploading paper reports and documents.
 - Creating and maintaining electronic patient folders.
 - Filing, maintaining, purging, and repairing patient paper charts.
 - Destroying inactive paper charts according to established procedures and guidelines.
- A typical work day consists of up to 3.5 hours of moderate mental effort for activities such as:
 - Organizing and ensuring adherence to the out-sourcing of scanned document contracts.
 - Preparing reports detailing patient numbers, medical records scan status, and tracking the receipt of reports.
 - Identifying and resolving discrepancies with patient charts such as demographics or issues arising from the integrater.
 - Liaising with patients, medical records staff, and health care teams to resolve issues with patient charts.
 - Overseeing the quality control of all medical records to ensure the quality of all scanned documents.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests from multiple sources.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00681	Pay Grade:	5
JD Title:	Records Scanner (II)	Total Points:	386
Job Family:	Data Management		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	3.5	71
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	1.5	8
	4. Interpersonal Skill	2.0	23
	5. Education and Experience	D3	60
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	2.0	33
Responsibility	9. Planning and Coordination	2.0	28
	10. Responsibility for Others	4.0 ^{Full}	78
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	2.0	39
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5