

Position Description: Clinical Records Administrator

Business area: Clinical Records
 FTE: As per Conditions of Employment
 Reports to: Administration Teams Leader



<p style="text-align: center;"><i>Our Mission :</i></p> <p>Excellence in health care within a culture of caring</p>	<p style="text-align: center;"><i>Our Vision :</i></p> <p>To be an innovative centre of excellence, where people choose to receive health care and people love to work.</p>	<p style="text-align: center;"><i>Our Values:</i></p> <p>Four core values:</p> <ul style="list-style-type: none"> ○ Do the Right Thing ○ Aim for Excellence ○ Caring for All ○ Work Better Together
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Position objective:

To provide accurate filing, retrieval, compilation, scanning and indexing of clinical records in a timely manner. To communicate with colleagues, patients, clinicians and all others in a professional manner maintaining privacy and confidentiality.

Functional relationships:

Internal:	External:
<ul style="list-style-type: none"> Administration Teams Leader Clinical records and coding colleagues Reception colleagues Clinical Flow Services Manager Ward Services Manager Charge Nurses Bookings Coordinator Theatre Services Manager Nursing Coordinators All St George's colleagues 	<ul style="list-style-type: none"> Patients/consumers Clinicians Other Health Care facilities Insurance companies ACC



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Key areas of accountability:

Area of accountability	Expected results
Provision of health information	<ul style="list-style-type: none"> Respond to requests for information from both internal & external sources Adhere to confidentiality and privacy of information in line with the Privacy Act Timely retrieval & supply of all aspects of a clinical record (physical and digital) for requests as per policy and procedure for both internal & external sources
Provision and management of clinical records	<ul style="list-style-type: none"> All clinical records movements in & out of the department are electronically tracked via the Patient Management System (PMS) Preparation for record scanning is completed and all content has the appropriate patient labeling Records are filed accurately by terminal digit by month awaiting coding Daily scanning of integrated records ensuring capture of total content and readability – software SharePoint Daily indexing of previously scanned records – comparative check between physical file content and electronic file content <ul style="list-style-type: none"> Adding accurate metadata against each electronic record to ensure traceability
Interpersonal Relationships/Leadership and Teamwork	<ul style="list-style-type: none"> Appreciates and respects the contribution of others within the team. Contributes positively to the goals of the team and the organisation. Communicates honestly and openly with other team members. Fosters co-operation across clinical and administrative groups. Models St George's values.
Quality Improvement	<ul style="list-style-type: none"> Participates actively in and supports quality improvement activities Initiates, participates in and evaluates audits and uses outcomes to improve service provision. Participates actively in Ministry of Health Certification process. Documents and reports incidents accurately in accordance with hospital policy.
Professional Development	<ul style="list-style-type: none"> Identifies own learning requirements and develops a plan in conjunction with manager to redress these. Maintains own mandatory training updates Participates actively in the performance review process.
Organisational Culture	<ul style="list-style-type: none"> Fosters co-operation across the organisation. Is customer focused, understands and promotes the concept of internal and external customers (i.e. patients, colleagues and clinicians). Maintains confidentiality in respect to St George's operations, business, employees, clients and patients. Adheres to St George's policies and procedures.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health. Collaborates with colleagues regarding the integration of Te Tiriti principles in practice. Displays a willingness to work positively with organisational strategies to improve outcomes for Māori.
Cultural Safety	<ul style="list-style-type: none"> Promotes an awareness of cultural differences amongst colleagues and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice
Health & Safety	<ul style="list-style-type: none"> Complies with and supports all health and safety policies, guidelines, and initiatives.



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Area of accountability	Expected results
	<ul style="list-style-type: none"> Ensures all incidents, injuries and near misses are reported reviewed and evaluated.
Organisational effectiveness	<ul style="list-style-type: none"> Contributes to the cost effectiveness and changing needs of the hospital business Looks for ways and means to actively and effectively promote cost effectiveness.
Other Duties	<ul style="list-style-type: none"> Undertakes other duties as requested from time to time. Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Level 2 NCEA or equivalent Experience using software applications 	
Experience & Knowledge	<ul style="list-style-type: none"> Privacy Act Health Records Standard 	
Personal Attributes	<ul style="list-style-type: none"> An inclusive and approachable working style Cooperative and supportive team player Is proactive and innovative Excellent time management, attention to detail, and ability to prioritise 	