

Records Control and Processing Officer

Department: Western Sydney Local Health District

Classification: Administration Officer Level 2

Location: Westmead Hospital - Finance

Employment Status: Temporary Full-Time (Up to 12 months)

Enquiries: Andrew Hughes on Andrew.Hughes@health.nsw.gov.au

This position is required to undertake all duties within Health Information and Record Service including attending to Digital Imaging of patient records along with assisting in the maintenance of a hybrid medical record.

Selection criteria:

1. Experience in filing patient/client records and associated paperwork including physical movement of files, tracking and general records maintenance.
2. Ability to prioritise and organise your own workload so that you are able to meet set deadlines.
3. Attention to detail and ability to identify errors within the health system and demonstrated skills in reducing errors.
4. Experience in using a client database and knowledge of Microsoft applications.
5. Demonstrated ability to communicate effectively with colleagues and supervisors.
6. Demonstrated experience working in a large team and autonomously.

Closing Dates: 16 July 2018

Applications must be lodged electronically. Please go to healthnswgov.referrals.selectminds.com and search Job Reference Number REQ50606

NSW Health Service: employer of choice