

**NGANAMPA HEALTH COUNCIL INC.
POSITION DESCRIPTION**

Position Title	Medical Correspondence & Records Officer
Location	Alice Springs
Award	Aboriginal Community Controlled Health Services Award
Responsible to	Communicare Manager - For all matters associated with the work of the position Health Services Manager - For all administration matters

JOB DUTIES

- Receive all incoming medical correspondence from external hospitals and agencies.
- Receive internally-generated medical information including ECG reports and pathology reports, etc.
- Check documents for duplicates, and then scan into the Communicare Clinical Information System.
- Label scanned and electronically received documents using a set format and allocate to the relevant Medical Officer. A good working knowledge of the clinical information system is required to navigate and use the system to manage medical documents.
- Ensure medical correspondence received is adequately managed in a timely manner and re-direct when necessary.
- Maintain all documents scanned and received in an orderly and referenced way.
- Liaise with external agencies to reinforce the best way to send information to the organisation.
- Liaise with medical and program staff within the organisation around document management.
- Download radiology reports from the Teleradiology website, import reports into Communicare, code and allocate to the correct patient. Coordinate with our medical storage facility for the retrieval and return of paper patient files archived in Alice Springs and maintain an accurate log of file movements as required.
- Maintain appropriate retention periods for documents in relation the storage and destruction of information as per Organisational requirements
- Assist with patient enrolments to the Indigenous Health Incentive Program
- Comply with strict confidentiality policies in relation to all aspects of the position.



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Endorsed by: DB
Last reviewed: May 2017
Next review due: May 2020

- Comply with all Occupational Health Safety and Welfare policies and procedures and promote safe work practices and a safe workplace.

RELEVANCE TO NGANAMPA HEALTH COUNCIL STRATEGIC PLAN

- We will sustain best practice clinical and population health services and programs.
- We will continue to implement and further develop a comprehensive and integrated Clinical Information System.
- We will introduce where appropriate new medical technologies and e-health solutions.

SELECTION CRITERIA

ESSENTIAL

- Highly organised and ability to work to timeframes.
- Understand the importance of maintaining confidentiality.
- Able to follow developed processes.
- Attention to detail and accuracy.
- Ability to use computers including previous experience with range of software packages and peripherals.
- Ability to work under limited supervision.

DESIRABLE

- Health care background giving a familiarity with medical terminology.
- Previous experience with Clinical Information Systems - in particular the Communicare Clinical Information System.

TERMS AND CONDITIONS OF EMPLOYMENT

- Based in Alice Springs.
Hours total 22.8 hours per week, flexible over a 5 day working week.

