

JOB POSTING #2382
WE ARE AN EMPLOYMENT EQUITY EMPLOYER

CLASSIFICATION: Health Records Clerk, Permanent, Full-time

HOURS: 1.0 FTE, 37.5 hours per week. All sites. Current site: Westside

SALARY: See Collective Agreement

DUTIES:

- Collects, sorts, scans, and assembles/disassembles health records
- Purges health records, ensures that purged documents are placed in confidential shredding bins.
- Maintains chart tracking/locator systems
- Locates and delivers health records for departments as requested.
- Files health records, creates new folders when necessary.
- Collects and sorts loose documents, scans and adds them to electronic chart.
- Maintains file/archive rooms.
- Maintains accurate database with respect to individual health records
- Data entry
- Assist in processing release of information, change of primary care provider and similar patient requests
- Collection and preparation of statistics

QUALIFICATIONS:

- Medical Terminology certificate or equivalent.
- A valid Criminal Record Check is required.
- Knowledge and compatibility with the philosophy and policies of CHSA.
- Demonstrates strong interpersonal and collaborative communication skills.
- Intermediate computer skills.
- Ability to work independently as well as in a team setting.
- Experience using MedAccess/EMR is an asset.

RESPONSIBLE TO: Director of Health Information Services

Submit cover letter and resume by 5:00 p.m. on August 24, 2026.

Email: hresources@communityclinic.ca

Mail: Human Resources Department, 455 2nd Avenue North, Saskatoon, SK S7K 2C2

Saskatoon Community Clinic is committed to inclusive and accessible employment practices. We are committed to employment equity and welcome applications from all qualified candidates. People of Indigenous ancestry, persons with disabilities and/or visible minorities are invited to identify themselves on application. We thank all applicants, but only those selected for an interview will be contacted.