

## POSITION DESCRIPTION

### HIS Combines Clerk

<b>POSITION TITLE</b>	HIS Combines Clerk
<b>STAFFLINK POSITION NO.</b>	505539
<b>COST CENTRE</b>	260118
<b>CLASSIFICATION</b>	Administrative Officer Level 3
<b>AWARD</b>	Health Employees' Administrative Staff (State) Award
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	N
<b>VACCINATION CATEGORY</b>	Category B
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	National Criminal Record Check
<b>RESPONSIBLE TO</b>	Records Processing Supervisor/Auditor Health Information Services (HIS) Manager
<b>RESPONSIBLE FOR</b>	Nil
<b>PRIMARY PURPOSE OF THE ROLE</b>	To support HIS operations in relation to the reconciliation of, and provision of feedback, on multiple duplicate identifiers associated with the Patient Registration process Timely identification and amalgamation of current outstanding duplicate medical record numbers Identification and management of historical duplication medical record numbers
<b>KEY ACCOUNTABILITIES</b> (Maximum of 8)	Perform rigorous checking process for identifying the correct patient against multiple identifiers by thorough checking of each component of eMR – Profile tracking, Encounter History as well as archived systems such as HOSPAS, microfilm and paper health care records
	Update spreadsheets as required for Government Records Repository
	Liaise and communicate with both the NSLHD-UPI Team and HIS Managers as required in the management and resolution of patient duplicate identifiers and cross-facility duplicates.
	Perform Duplicate merges for inpatient, outpatient and community clients where necessary and update corresponding paper health care records with correct information
	Providing feedback to users creating duplicates within 24 hours of duplicate notification
	Meet KPIs for Duplicates as required by NSLHD
	Update the Duplicates database daily
	Collect statistics for the duplicate merge process and contribute comments that will assist in the evaluation of these against the hours allocated for this work process
	Assist with any other HIS duties as instructed by the Supervisor/Auditor and HIS Manager

<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	The timely amalgamation of duplicate medical record numbers	
	Ability to be self-directed and priorities while working in a pressured and unsupervised environment	
	Change management associated with changing health service provision and new information technology	
<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	NSLHD-UPI Team	Accurate resolution of cross-facility duplicates
	HIS Manager	
	Clinical and support staff	Education with regards to accurate data entry and searching for patient data
<b>KEY EXTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	WHO	
	GP Practices	Confirmation of patient details
<b>SELECTION CRITERIA</b> <i>(Minimum of 3 maximum of 8)</i>	Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.	
	Excellent attention to detail checking electronic and paper data of patient demographics including medical record number, first and surname, addresses, Medicare number etc	
	Understanding of patient confidentiality, government disposal and retention authorities, workplace health and safety and working knowledge of health record processes	
	Demonstrated experience using Microsoft Excel, Word, Outlook and Cerner PAS to perform search functions and enter data accurately and efficiently	
	Excellent organisational skills, including time management skills, with the ability to prioritise workload and to work under pressure	
	Demonstrated ability to work independently as well as working as part of a team.	
	Demonstrated literacy and numeracy skills.	

## JOB DEMANDS CHECKLIST

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Infrequent: intermittent activity exists for a short time on a very infrequent basis  
 Occasional: activity exists up to 1/3 of the time when performing the job  
 Frequent: activity exists between 1/3 and 2/3 of the time when performing the job  
 Constant: activity exists for more than 2/3 of the time when performing the job  
 Repetitive: activity involved repetitive movements  
 Not Applicable: activity is not required to perform the job

Physical Demands	Frequency
<b>Sitting</b> - remaining in a seated position to perform tasks	Constant
<b>Standing</b> - remaining standing without moving about to perform tasks	Occasional
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasional
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Occasional
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Occasional
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Infrequent
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	Infrequent
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Not applicable
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Occasional
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Repetitive
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Not applicable
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Not applicable
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Occasional
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Occasional
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	Occasional
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Repetitive
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Repetitive
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
<b>Driving</b> - Operating any motor powered vehicle	Not applicable

<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Repetitive
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Not applicable
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
<b>Touch</b> - Use of touch is an integral part of work performance	Not applicable
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Infrequent
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Infrequent
<b>Unpredictable People</b> – eg dementia, mental illness, head injuries	Infrequent
<b>Restraining</b> - involvement in physical containment of patients / clients	Not applicable
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
<b>Environmental Demands</b>	<b>Frequency</b>
<b>Dust</b> - Exposure to atmospheric dust	Occasional
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	Not applicable
<b>Fumes</b> - Exposure to noxious or toxic fumes	Not applicable
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not applicable
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	Not applicable
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	Infrequent
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Infrequent
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Not applicable
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	Frequent
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Infrequent
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	Infrequent
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	Not applicable