

JOB TITLE:

Clinical Records Maintenance

PURPOSE:

Prepare records for storage, and scan them into computer in LSS Collingwood Office

JOB DESCRIPTION:

Work with Clinical Staff to archive records as identified by the stated guidelines

QUALIFICATIONS:

Ability to work closely with Clinical Staff while working alone. Individual would need to follow agency guidelines keeping all matters confidential.

TIME COMMITMENT:

Opportunities to work on this task coincide with the agency's schedule. Person could have a regular assignment or work as their schedule permits. It is suggested that the block of time be at least 3 hours.

TRAINING:

Orientation and initial overview provided by Clinical Secretarial staff. Fingerprint needed.

SUPERVISION:

Anna Rayford

CONTACT:

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