



## Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

***With Compliments***

### **Position Application Package**

**Position Name:** Medical Records Officer

**Contact Name:** Norma Kelly

**Telephone:** (02) 65602311



Durri Aboriginal Corporation Medical Service  
15-19 York Lane  
KEMPSEY NSW 2440  
T: (02) 6560 2300  
F: (02) 6562 7069



Darrimba Maarra Health Outpost  
PO Box 131  
13/42 Bowra St  
Nambucca Heads NSW 2448  
T: (02) 6598 6800  
F: (02) 6598 6833

**All written communications to be addressed to CEO:**  
**PO Box 136**  
**Kempsey NSW 2440**

## General Conditions of Employment

- Position:** Medical Records Officer
- Award:** ATSIHWP & ACCHS 2020
- Classification:** Grade 2 Level 1
- Salary:** \$60,366.50
- Salary packaging:** To calculate your benefit follow the link <https://eziway.net.au>
- Application:** Your application should consist of four parts:
1. Selection criteria - (Your application must address all the selection criteria or your application will be marked unsuccessful)
  2. Completed application form
  3. Resume
  4. Supporting documents
- Completed application to:** [hr@durri.org.au](mailto:hr@durri.org.au)  
or
- Post marked confidential to:
- Application Human Resources  
Durri Aboriginal Corporation Medical Service  
PO Box 136  
Kempsey NSW 2440
- Closing Date:** Tuesday 9th August 2022 by 5.00 pm

## Application Form

Full Name: .....

Address: .....

Email Address: .....

Contact Numbers: .....

Date of Birth: .....

Drivers Licence:  Yes  No Class: ..... Expiry date: .....

Do you identify as Aboriginal or Torres Strait Islander?  Yes  No

Do you identify as having a disability?  Yes  No

Are you an Australian citizen or permanent resident?  Yes  No

Do you have Working with Children check number?  Yes  No WWCC No: .....

Do you have a current Police check?  Yes  No Date: .....

Do you have evidence of Vaccinations?  Yes  No

Have you provided evidence of your Qualifications?  Yes  No

Where did you see this position advertised? .....

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		



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## Position Description

Position Title:	Medical Records Officer
Reports To:	Practice Manager
Business Unit:	Primary Health Unit
Direct Reports:	Team Leader – Senior Receptionist
Location:	Kempsey
Primary Objective:	<p>This position is responsible for the clerical organisation of the medical filing system. Providing administrative support to the practice management team to ensure the achievement of agreed program performance indicators and improvement in health outcomes of clients. The key objectives of the role include:</p> <ol style="list-style-type: none"> <li>I. Effectively manage the day-to-day operations of the medical filing system and upgrading files to meet accreditation standards of quality assurance as required by AGPAL.</li> <li>II. To ensure that all medical files are filed correctly and promptly.</li> <li>III. Maintenance of medical files, spreadsheets, and databases to ensure accurate records of data</li> </ol>
Key Accountabilities	
1. Administration, Records Coordination and Documentation	<ul style="list-style-type: none"> <li>• Assist with the organisation and coordination of medical administrative activities in an efficient and effective manner</li> <li>• Contribute to the delivery of routine administrative activities such as record keeping, developing computer templates, preparing documentation and scheduling appointments.</li> <li>• Support the Practice Manager and team members with any administrative tasks as required.</li> <li>• Assist with Reception/Transport workload as required by Team Leader.</li> <li>• Assist in maintaining the database through accurate data input and processing to ensure records are kept up to date.</li> </ul> <p>Maintain an effective filing system to ensure that information is easily accessible and understood</p>
2. Teamwork and Collaboration	<ul style="list-style-type: none"> <li>• Effectively collaborate with team members to ensure that the function is operating effectively and efficiently, while maintaining a harmonious team environment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure compliance with relevant OH&amp;S legislation and that any issues are identified and actioned in line with the policy.</li> </ul>
3. Compliance	<ul style="list-style-type: none"> <li>• Comply with all relevant legislation and regulatory standards.</li> <li>• Accurate records are maintained, and information is recorded to ensure compliance with all organisational policies and procedure and legislative requirements, while ensuring client and community confidentiality is maintained.</li> </ul>
4. Reporting	<ul style="list-style-type: none"> <li>• Provide statistical and management reports to meet organisational and statutory requirements including analysis.</li> </ul>
5. Policy and Procedures	<ul style="list-style-type: none"> <li>• Assist in developing and comply with policies and procedures to ensure that the program is demonstrating consistent practices nationally and is in line with strategic objectives.</li> <li>• Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program Compliance with and understanding of EEO Legislation</li> </ul>
6. Workplace Health and Safety	<ul style="list-style-type: none"> <li>• Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible</li> <li>• Compliance with WHS legislative requirements and site policies</li> <li>• Report all hazards, accidents or incidents which could result in injury to others or damage to property</li> <li>• Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare in compliance with the WHS or other legislation.</li> <li>• Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures</li> </ul>

### Selection Criteria

#### Essential

1. Tertiary qualifications in Medical records Management or Administration or willingness to obtain.
2. Demonstrated experience in medical support, administration, or reception environment
3. Knowledge of medical terminology
4. High Level written and verbal communication skills and ability to communicate with health service agencies, non-government organisations, community groups and medical professionals at all levels.
5. Proficient in-patient information management system and Microsoft Office Suite
6. Demonstrated strong attention to detail and ability to maintain confidentiality and to exercise tact, initiative, and sound judgement.
7. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
8. Ability to build and maintain relationships with all levels of the organisation, excellent interpersonal, communication and organisational skills
9. Ability to hold all relevant security clearances such as National Police Check, Working with Children clearance etc

**Desirable**

*Aboriginal people are encouraged to apply and, where found suitable, will be given higher priority. Please ensure that you declare your Aboriginality in your statement, covering letter or CV. In addition to addressing the selection criteria, Aboriginal applicants must demonstrate Aboriginality by supplying either a letter of Aboriginality signed under the common seal from a recognised incorporated Aboriginal or Torres Strait Islander Community organisation such as Land Council or Elders group, Aboriginal Medical Service, or a letter on letterhead from a Local Aboriginal Land Council demonstrating membership of the Council.*