



// HEALTHCARE RECORDS AND REGISTRATION CLERK COURSE

Do you want to find a new career in the health care industry with a great income, amazing benefits, and a vast amount of opportunities for career advancement?

CanScribe's **Health Records and Registration Clerk** course prepares you for an amazing career with comprehensive training on a wide range of topics, such as Microsoft Office, record management, health-care systems, and more. *Explore the variety of career options after completion of the course below.*

Health Records Careers

The **Health Records File Clerk** performs clerical duties related to the retention of accurate patient records that can be accessed when they are needed. File clerks prepare, retrieve, distribute and maintain health records in our acute care hospitals.

The **Health Information Processing Clerk** focuses on managing patient information and records, ensuring accuracy through quantitative analysis, maintaining electronic tracking systems, generating correspondence, addressing inquiries and handling Freedom of Information requests.

Starting Hourly Wages - *Shift premiums are available.*

Health Records File Clerk - \$24.80 | Health Information Processing Clerk - \$26.63

Patient Registration Clerk Careers

In this role, you will work in a customer-focused setting, performing clerical and patient registration duties such as completing admission documentation, explaining eligibility information, obtaining signatures, receiving payments and issuing receipts, providing information and directions to visitors and handling telephone inquiries, and processing mail.

Starting Hourly Wages

Patient Registration Clerk - \$27.10

Switchboard Operator Careers

In this role you will be responsible for operating the switchboard, public address and paging systems accepting and directing calls from a variety of customers; providing information and directions to visitors, responds and monitors hospital alarms and emergency codes, registering patients, performing cashier functions, and, in some hospitals, completing health records clerical duties.

Starting Hourly Wages

Switchboard Operator - \$27.56

// MEDICAL TRANSCRIPTIONIST COURSE

The **Medical Transcriptionist** course equips you with the knowledge and practical training to begin your successful career.

By transcribing dictated audio recordings, medical transcriptionists produce typed documents for patient records, ensuring prompt access to accurate health documentation.

Medical Transcriptionist Careers

In this role, you'll manage transcription tasks such as typing, transcribing, and editing reports and clinical notes using approved software, ensuring accuracy by consulting with physicians and supervisors. You'll verify report information, maintain client confidentiality, and handle administrative duties, such as requisition retrieval, report distribution, software troubleshooting, and office support.

Starting Hourly Wages

Medical Transcriptionist - \$28.01



Scan the QR Codes to Learn More

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