**Job Title:** Intermediate Clerk

**Location**: Sunnybrook Hospital Family Practice

# Job Summary:

Responsible for managing all incoming faxes for the clinic, ensuring accurate and timely processing of medical documents. This role includes labeling, and categorizing documents, uploading them into the patient's Electronic Medical Record (EMR), and ensuring proper distribution to healthcare providers and staff.

# Key Responsibilities:

**Fax Management & Document Processing:**

* Monitor and manage incoming faxes, ensuring all documents are received and processed in a timely manner.
* Label and categorize documents according to clinic protocols (e.g., appointment dates, notes to secretary, consult notes, prescriptions and urgent results).
* Identify urgent or time-sensitive documents and escalate them to the appropriate provider.

# EMR Management & Documentation:

* Upload and accurately file all incoming faxes in the patient's Electronic Medical Record (EMR).
* Assign documents to the correct patient records.
* Add relevant notes, tags, or action items in the EMR as required.
* Notify healthcare providers of new documents requiring review or action.
* Other duties to support administrative team as needed