



Part-Time PATIENT REGISTRATION CLERK Within OPSEU Clerical (Internal Posting)

Posting No: 2017-27
Posted: October 12, 2017 to October 19, 2017
Reports to: Director of Ambulatory Services

Position Description:

The Patient Registration Clerk under the direction of his/her immediate supervisor, is fully responsible for effectively and efficiently performing the clerical duties required in the area in which employed.

Qualifications (Education, Experience, Abilities):

- Preference will be given to the candidate with related experience and who is a medical administration course graduate or who has completed at least one year of the course.
- Cerner and Practice Solutions experience is an asset.

Responsibilities:

- Demonstrated ability to work with computerized systems (i.e. Cerner, Microsoft, Practice Solutions).
- Excellent customer service, communication and interpersonal skills to work with physicians, staff, multidisciplinary staff of the hospital, patients and public.
- Excellent understanding of English language and grammar as well as medical terminology.
- Participates as a team member, is self-motivating and treats people with consideration.
- Ability to maintain a professional and calm approach in a constantly changing environment.
- Receive, direct and answer inquiries either in person or by phone and relays messages to team members. Coordinate tests, appointments, transfers, paging and bookings.
- Register patients and complete admission process ensuring that all information entered is current and accurate.
- Ability to prepare correspondence, forms and reports; as well as, sort, review and file various documents as needed.
- Recognize situations needing referral to other staff, using good judgement and decision making skills.
- Contribute in a positive manner to the care of patients, needs of other staff members, and the community life of SHHA.

This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all.

We are committed to providing persons with disabilities equal opportunities regarding all employment activities, including access to jobs and accommodations during employment as required, in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA). Please advise the Human Resources department if you require accommodation



Qualified individuals may submit a resume and covering letter confidence to: Human Resources human.resources@shha.on.ca no later than **October 19, 2017**.

Your interest in this opportunity is appreciated. Only applicants selected for an interview will be contacted.