

Admitting Clerk

Full Time

Department: Admitting

Reports To: Manger of Admitting, Health Records & Privacy

Job Summary:

The Admitting Clerk works collaboratively will all members of the Admitting department and the interdisciplinary team to provide excellent client care.

Qualifications:

- Completed Grade 12 or GED equivalent
- Business or Secretary College Program or equivalent – minimum one year preferred
- Completion of Medical Terminology course preferred
- Previous related experience an asset
- Proficient keyboarding and word processing skills
- Working knowledge of database and MS Office
- Must be self-motivated as well as possess excellent communications, switchboard reception, organizational and interpersonal skills
- Ability to deal effectively with the public

Job Duties:

- Provide switchboard and public reception services to patients, visitors and staff.
- Registration of patients and gathering of accurate appropriate information.
- Maintain patient activity registers as required by legislation and hospital requirements.
- Demonstrate proper regard for confidential / privacy issues
- Receive, record and operate petty cash fund.
- Perform clerical, typing and other duties as assigned.
- Flexibility in performing job duties.
- Shifts may include evening, night, and weekends.
- Must be available to work all assigned shifts.

Salary: \$20.91 - \$22.62 per hour
Benefits in accordance with the CUPE Collective Agreement

Closing Date: Applications must be received in Human Resources
by **4:00pm on February 27, 2019.**

Submit Application To: Human Resources Recruitment
Box 909, Sioux Lookout, On P8T 1B4
(807) 737-3030, Email: careers@slmhc.on.ca, Fax: (807) 737-6263

Competition No. ADMT 03/19
Please quote on your application.

An internal application along with an up to date resume is required for consideration when applying for this position. Attendance and performance records will also be considered in determining the successful candidate



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HEALTH CENTRE