



Registration Clerk, General Outpatients - 1 position	Posting #: 50308
General Outpatients	Posting Date: March 13, 2023
St. Joseph's Hospital - London, ON	Submission Deadline: March 19, 2023
Part Time	Michelle Robertson, Human Resources
Non-Union	

St. Joseph's Hospital continues to expand its role in the treatment of complex medical and chronic disease, illness prevention, research and education. Our ambulatory medicine teams specialize in the treatment of complex medical and chronic disease conditions with the goal of assisting individuals to reach optimal health and well-being. Our different teams work together to provide patients with comprehensive assessment, diagnosis, disease prevention and management strategies and follow-up care. As part of this team, the registration clerk would work with the ambulatory medicine clinics to coordinate various appointments and diagnostic procedures.

Our ambulatory medicine clinics include:

- Chronic Pain Management
- Allergy/Immunology
- General Respiriology
- Asthma
- COPD ( Chronic Obstructive Pulmonary Disease)
- Cardiac Rehabilitation and Secondary Prevention
- Heart Failure
- Infectious Diseases Care Program
- Pulmonary Function Lab
- Cardiovascular Investigation Unit
- Rheumatology
- Regional Sexual Assault and Domestic Violence Treatment Program
- Post-Acute COVID Clinic
- Allied Health
- General Internal Medicine

Essential Qualifications

- Ontario Secondary School Diploma or recognized equivalent by the Province of Ontario
- Graduate of a recognized Medical Office Assistant certificate program
- Demonstrated computer experience with an intermediate level of knowledge in Microsoft Word, basic level of knowledge in Microsoft Excel, along with experience with Outlook
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Accurate keyboarding and spelling skills
- Strong interpersonal skills with a proven track record in dealing with patients in a clinic setting as well as professional attitude towards assisting internal and/or external customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions
- Demonstrated ability to multi task
- Demonstrated ability to be self-directed
- Demonstrated ability to manage and work through conflict
- Ability to communicate effectively
- Excellent organizational and problem solving skills with the ability to establish and balance competing priorities in a

challenging and changing work environment

#### Preferred Qualifications

- Proficiency in French would be an asset
- Experience with Cerner patient care systems, specifically scheduling and registration components
- Minimum 2 years clerical experience in a medical office or clinic setting

#### Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

#### Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine and a written commitment to follow any future Public Health recommendations and St. Joseph's Health Care London policies and processes related to Covid management in the workplace.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated. Only those under consideration will be contacted.*