



Clinic Clerk, HULC - Outpatient Physiotherapy & Occupational therapy - 1 position

Posting #: 51982

HULC - Outpatient Physiotherapy & Occupational therapy

Posting Date: December 27, 2023

St. Joseph's Hospital - London, ON

Submission Deadline: January 02, 2024

Part Time

Stacy Kearns, Human Resources

Non-Union

REPOSTED

An exciting opportunity exists for a part time clinic clerk position to support the outpatient physiotherapy, occupational therapy and hand therapy services. The individual's primary role is to convey a sincere, caring and professional attitude towards patients while registering and scheduling patients into the electronic patient record computer system (Cerner). In addition, the individual would answer internal and external telephone calls to assist patients, staff and visitors with various inquiries, most commonly to book and or reschedule appointments to the clinic. The individual will also assist with general clerical support for the therapy teams (copying, chart assembly, faxing). There will also be opportunity for clerical support in other clinics closely associated with this primary role.

Essential Qualifications

- Ontario Secondary School Diploma, or recognized equivalent by the Province of Ontario
- Graduate of a recognized Medical Office certificate program
- Minimum of two years clerical experience in medical office/clinic setting
- Experience using Outlook email system
- Basic skill level required in Microsoft Word & Excel
- Accurate keyboarding and spelling skills
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Strong interpersonal and communication skills with a demonstrated patient/customer service focus
- Demonstrates a professional and positive and professional attitude toward supporting internal and external customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions

Preferred Qualifications

- Knowledge of Cerner patient care systems with Power Chart
- Proficiency in French would be an asset

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 (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date.
- 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.
Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.