



Registration Clerk in General Outpatients - 2 positions

Posting #: 52223

General Outpatients

Posting Date: February 08, 2024

St. Joseph's Hospital - London, ON

Submission Deadline: February 14, 2024

Part Time

Michelle Robertson, Human Resources

Non-Union

\*\*\*REPOSTED\*\*\*

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 (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.*