



Pre-Admission Clerk - 2 positions

Pre-Surgical Screening

St. Joseph's Hospital - London, ON

Regular Part Time

Non-Union

Posting #: 52862

Posting Date: April 24, 2024

Submission Deadline: April 30, 2024

Andrew Davidson, Human Resources

****REPOSTED****

The Pre-Surgical Screening Unit is a specialized clinic that provides a streamlined approach to the preoperative assessment of patients requiring surgery. The clinic has up to 200 visits per week comprised of both in person and telephone calls between the hours of 0800 and 1800. The Pre-admission Clerk's role is to facilitate the flow of patients through the pre-admission program while working with interdisciplinary team members from the time a patient is booked for surgery and has pre-operative testing completed, through to the patient's admission to the hospital.

Essential Qualifications

- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Ontario Secondary School Diploma, or recognized equivalent by the Province of Ontario
- Graduate of a recognized medical office administration certificate program
- Medical terminology certificate
- Experience using Outlook email system
- Intermediate skill level required in Microsoft Word and basic skill level required in Microsoft Excel
- Accurate keyboarding and spelling skills
- Excellent priority setting and time management skills in a fast-paced environment
- Experience dealing with the public
- Good problem-solving and decision-making skills
- Strong customer service focus and the ability to work in a team setting particularly with Registered Nurses and Medical Secretaries

Preferred Qualifications

- Proficiency in French would be an asset
- Experience with Cerner patient care systems
- Previous experience with preadmission and appointment scheduling processes

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. Only those under consideration will be contacted.