



Registration Clerk, Ivey Eye Institute - 1 position

Posting #: 52981

Ivey Eye Institute

Posting Date: April 22, 2024

St. Joseph's Hospital - London, ON

Submission Deadline: April 28, 2024

Regular Part Time

Stacy Kearns, Human Resources

Non-Union

An exceptional opportunity has arisen for a registration clerk to join our inter-professional eye care team within the Ivey Eye Institute and Cataract Central Intake Office of St. Joseph's Health Care London.

To maintain a premier eye care centre for Southwestern Ontario, we need special team-oriented individuals who are enthusiastic about growing and changing, in order to help us provide exemplary community service and maintain our renowned clinical, academic, and research program.

The Registration Clerk in the Ivey Eye Institute and Cataract Central Intake Office is responsible for ensuring patients are registered for their appointments, support wayfinding within Ivey, assist external and internal care providers in scheduling appointments, and support the referral intake and triaging of cataract surgery referrals for the South West and Erie St. Clair regions. Patient centred care, accuracy and attention to detail are key components of this role.

#### 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 office administration/secretarial certificate program
- Familiarity ophthalmology terminology
- Knowledge of computer operations for word processing and spreadsheet software including intermediate level knowledge of Word and basic Excel
- Excellent interpersonal skills with a proven track record dealing with patients in an ambulatory care setting as well as a professional attitude towards assisting internal and/or external customers
- Demonstrated ability to work effectively in a team environment with frequent disruptions
- Ability to communicate effectively, verbally and in writing
- Good clerical skills including accurate typing and spelling

#### Preferred Qualifications

- Proficiency in French would be an asset
- Experience in computerized patient registration and scheduling
- Cerner scheduling and registration experience

#### 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.*