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| Registration Clerk, Hand and Upper Limb Centre - 1 position | Posting #: 53153 |
| Hand and Upper Limb Centre | Posting Date: May 09, 2024 |
| St. Joseph's Hospital - London, ON | Submission Deadline: May 15, 2024 |
| Regular Part Time | Stacy Kearns, Human Resources |
| Non-Union | |

An exciting opportunity exists for a part time registration clerk to support the Roth McFarlane Hand and Upper Limb Clinic (RM HULC) at St. Joseph's hospital.

Roth McFarlane Hand and Upper Limb Centre is a respected, world renowned centre of excellence in education, research, and the diagnosis, care and treatment of patients with complex conditions affecting hands, wrists, elbows and shoulders in addition to complex wound care and numerous other conditions requiring specialized care.

The clinic is fast paced with high patient volumes, supporting the practice of 11 surgeons.

The individual's primary role is to convey a sincere, caring and professional attitude towards patients, family members while registering and occasionally scheduling patients into the electronic patient record computer system (Cerner). The registration clerk also communicates and supports the work required collaboratively with the HULC team, which includes the physician secretaries, nurses and research team to help as needed, and support the activities associated with the patient's clinic visit.

Essential Qualifications

- Secondary (High) School Diploma
- Graduate of a recognized Medical Office certificate program
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Demonstrated computer experience with an intermediate level of knowledge in Microsoft Word, basic level of knowledge in Microsoft Excel, along with experience with Microsoft Outlook and Office suite
- Accurate keyboarding and spelling skills
- Strong interpersonal skills with a proven track record of engaging and supporting patients and their families 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, maintain composure and professionalism when working in fast paced or challenging situations
- Ability to communicate effectively and build/maintain effective professional working relationships
- Demonstrates imitative and ability to support/influence change in the clinic.
- Excellent organizational and problem-solving skills with the ability to establish and balance competing priorities in a challenging and changing work environment

Preferred Qualifications

- Experience with Cerner patient care systems and with Power Chart
- 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.*