



Clinic Clerk, Rheumatology Clinic - 1 position	Posting #: 53721
Rheumatology Clinic	Posting Date: September 25, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: October 01, 2024
Regular Part Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$25.90 - \$30.46 /hour

****REPOSTED****

The Rheumatology Clinic at St. Joseph's Hospital specializes in the treatment of autoimmune and inflammatory conditions that commonly affect the body's musculoskeletal system and other body systems including major organs, skin, nerves and blood vessels. The goals of this multi-disciplinary team are to reduce/prevent pain, disability, joint damage and to educate patients to provide them with the tools that will help them live active healthy lives.

The Rheumatology Clinic requires a skilled Clinic Clerk to work closely with the team to support the everyday operations of the clinic. The role of the Clinic Clerk is to enable patient flow and ensure continued quality of care for patients while they are visiting the clinic. Tasks for the role include but are not limited to: registering and rooming patients; ensuring exam rooms and areas are stocked with necessary equipment; registering and scheduling patients; providing other administrative support to the team as needed. The Rheumatology Clinic Clerk is also responsible for entering clinical information like heights and weights on the patient file and report any pertinent findings to the team as necessary.

Essential Qualifications

- Secondary (High) School Diploma
- Graduate of a recognized Medical Office Administrative certificate program
- 2 years clerical experience in medical office or clinic setting
- Strong customer service focus and ability to work in a team setting as well as independently
- Excellent organizational, interpersonal, and communication skills
- Ability to work quickly and accurately in a busy clinic environment
- Good judgment and decision-making skills required to ensure all necessary information is collected as per individual circumstances
- Knowledge of Microsoft Office productivity suite with demonstrated basic computer skills with Outlook and Microsoft Word and Excel, enterprise and subject matter software, and technology devices
- Knowledge of customer/client services and office administration policies and procedures
- Knowledge of Cerner patient care systems with Power Chart preferred
- Experience using email system is required
- Knowledge of a Safety Culture in a Health Care Setting in compliance with OHSA
- Excellent knowledge of medical terminology
- 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

- Proficiency in French would be an asset
- Previous experience in an ambulatory clinic setting
- Knowledge of various rheumatologic conditions

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.*