



Clinic Clerk, General Outpatients - 1 position	Posting #: 53940
General Outpatients	Posting Date: October 08, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: October 14, 2024
Regular Part Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$25.90 - \$30.46 /hour

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 Clinic Clerk would facilitate the smooth operation of the ambulatory medicine clinics by providing patient reception/registration services and clerical support. and 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

- Secondary (High) School Diploma
- Medical Office Administrative certificate program
- 2 years clerical experience in medical office/clinic setting and using email system
- Knowledge of a safety culture in a health care setting in compliance with the Occupational Health & Safety Act (OHSA)
- MS Office - Intermediate skill level required in Word and Basic skill level required in Excel
- Accurate keyboarding and spelling skills
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Strong interpersonal and communication skills with a demonstrated patient/customer service focus
- 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
- Knowledge of Cerner patient care systems with Power Chart
- Knowledge of patient confidentiality/ privacy

Preferred Qualifications

- Proficiency in French would be an asset
- Graduate of a recognized Medical Office Administration diploma program

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.