



Clerk, Patient Scheduling, Pre-Surgical Screening - 1 position	Posting #: 54204
Pre-Surgical Screening	Posting Date: January 02, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: January 08, 2025
Regular Part Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

Shifts are typically 7.5 hours in length and start as early as 0700 hours and end at approximately 1700 hours and are subject to change. Clinic is closed on weekends and holidays.

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 virtual calls between the hours of 0700 and 1800. The Patient Scheduling 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

- Secondary (High) School Diploma
- Medical office administration certificate
- Intermediate level in Microsoft Word and basic level in Microsoft Excel and experience using Outlook email system
- Accurate keyboarding and spelling skills
- Two to three years experience in a medical office environment
- Demonstrated high knowledge level of medical terminology
- Knowledge of a Safety Culture in a Health Care Setting in compliance with OHSA
- Experience with Cerner patient care system, preadmission and appointment scheduling processes
- Ability to effectively set priorities with effective time management skills in a fast-paced environment
- Experience dealing with the public in a dynamic environment
- Effective problem-solving and decision-making skills
- Strong customer service focus experience and the ability to work collegially with the Registered Nurses and Medical Secretaries

Preferred Qualifications

- Proficiency in French would be an asset

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, XBB or KP.2) OR one dose of KP.2 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.*