



Clinic Clerk, General Outpatients - 1 position	Posting #: 54777
General Outpatients	Posting Date: May 09, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: May 15, 2025
Regular Part Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$26.68 - \$31.37 /hour

**\*\*REPOSTED\*\***

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 vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- 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.*