



Clinic Clerk, Admitting - 1 position	Posting #: 55162
Admitting	Posting Date: July 02, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: July 08, 2025
Full Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$26.68 - \$31.37 /hour

Flexibility required to cover all shifts (days, evenings, nights, and weekends).

#### Essential Qualifications

- Secondary (High) School Diploma
- Medical Office/Secretarial post-secondary certificate
- Demonstrated computer skills at a basic level, particularly Microsoft Word
- Strong clerical skills including accurate typing and spelling
- Excellent knowledge of medical terminology
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Ability to work quickly and accurately in a busy environment
- Experience dealing with the public
- Good decision making skills required to ensure accurate and thorough documentation
- Strong customer service focus and the ability to work in a team setting
- Strong problem solving skills

#### Preferred Qualifications

- Proficiency in French would be an asset
- Experience with Cerner patient care systems
- Experience with admitting and patient registration processes

#### 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.*