



Clinical Support Clerk, Ambulatory Care-Outpatients - 1 position	Posting #: 56562
Ambulatory Care-Outpatients	Posting Date: April 21, 2026
Parkwood Institute Main - London, ON	Submission Deadline: April 27, 2026
Casual Part Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$29.76 - \$35.00 /hour

The Clinical Support Clerk will work closely with nurses and physicians to support the everyday operations of outpatient clinics. The individual will convey a sincere, caring and professional attitude towards patients and family members while registering and scheduling patients into the electronic patient record. The successful applicant will also prepare medical charts, process physician orders, and respond to the needs and requests of physicians, nurses, and patients. The clinic is fast paced with high patient volumes, supporting the practice of many physicians.

Essential Qualifications

- Secondary (High) School Diploma
- Medical secretarial or medical office assistant certificate program
- 2 years related experience
- Demonstrated intermediate skill level in Microsoft Word, and basic Excel
- Minimum typing speed of 40 words per minute
- Demonstrated ability to maintain a high level of confidentiality
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Strong interpersonal and communication skills, both written and verbal, with a demonstrated customer service focus
- Demonstrates a positive and professional attitude toward supporting patients and families, internal and external customers
- Knowledge of medical terminology
- Demonstrated skills with timekeeping and scheduling
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Preferred Qualifications

- Proficiency in French would be an asset
- Experience utilizing Cerner scheduling and registration
- Experience with Workbrain

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.*