



Clerk, Patient Scheduling - Medical Imaging - 1 position	Posting #: 56932
Medical Imaging	Posting Date: August 06, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: August 12, 2026
Full Time	Michelle Robertson, Human Resources
Non-Union	Salary Range: \$29.76 - \$35.00 /hour

As a member of the Medical Imaging Team, which includes the Breast Care Centre, the Booking Clerk is responsible to maintain an accurate and smooth schedule for patient appointments, and act as a liaison between the referral physician, physician office and the staff of the Diagnostic Imaging Centre. This position acts as the key contact and resource for all patient/physician inquiries/concerns. With a strong focus on customer service, the Booking Clerk possesses exceptional interpersonal, communication and critical thinking skills that enable you to effectively schedule and reschedule appointments and provide test preparation information to the patient and referring offices. Professionalism and courteousness are maintained at all times when dealing with patients/physician offices and staff.

Essential Qualifications

- Certificate in Medical Office Administration
- Medical Terminology certificate
- 2-3 years' experience in a medical office environment
- Experience with Cerner patient care system
- Customer service experience with preadmission and electronic appointment scheduling processes
- Demonstrated computer experience with an intermediate level of knowledge in Microsoft Word and Basic level of Excel, along with experience with Outlook
- Accurate keyboarding and spelling skills of a minimum of 30 wpm
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Strong interpersonal skills with a proven track record in dealing with patients in a clinic setting as well as professional attitude towards assisting internal and/or external customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions
- Demonstrated ability to multitask
- Demonstrated ability to be self-directed
- Ability to communicate effectively
- Excellent organizational and problem-solving skills with the ability to establish and balance competing priorities in a challenging and changing work environment

Preferred Qualifications

- Experience with Cerner patient care systems, specifically scheduling and registration components
- Proficiency in French would be an asset
- Experience working in a Medical Imaging environment

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.*