

Medical Clerk

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| Posting ID: | 2022-116 |
| Job Type: | Temporary Part Time |
| Open Positions: | 1 |
| Posting Date: | August 30, 2022 |
| Closing Date: | TBD |
| Union Affiliation: | CUPE |
| Job Reports To: | Health Information Services Manager and Privacy Officer |
| Salary: | As per the Collective Agreement |
| Full-time Equivalent: | 0.4 FTE |

Position Purpose

Provide service in a customer-focused manner to patients, families, visitors, and hospital staff. Facilitate the delivery of patient care by providing a high level of support and assistance. Support the operation of the team/department by providing clerical and administrative functions in a proactive and organized manner.

Essential Qualifications

- Minimum Ontario Secondary School Diploma
- Medical Terminology certificate
- Diploma from a recognized Medical Administration program
- Previous clerical experience in a hospital/medical environment
- Strong interpersonal skills
- Ability to work with minimal supervision
- Adaptable to work in a changing environment
- Familiar with “Windows” operating system and patient registration software
- Ability to process physician’s orders
- Excellent organizational skills
- Strong attendance and punctuality.
- Proof of double Covid Vaccination

Preferred Qualifications

- Bilingualism (English/ French) – to be tested

Key Competencies

Key Competencies required at HGMH are:

Integrity: We create and maintain an atmosphere of reliability, honesty, and confidentiality. We provide care that is both ethical and fair; not varying in quality because of personal characteristics, such as gender, ethnicity, geographic location, and socio-economic status.

Respect: We treat everyone with courtesy, honour, and dignity, accepting and valuing each individual. We provide care that is respectful of and responsive to individual patient preferences, needs, and values, and ensure that patient values guide all clinical decisions.

Quality & Safety: We make a commitment to achieve excellence by providing services in a timely, efficient, safe, and accurate manner through ongoing evaluation for improvement. We diligently maintain high standards by performing our duties safely, with expertise and good judgment.

Compassion: We understand that how health care is delivered is just as important as what health care is delivered, and we commit ourselves to providing compassionate care to our patients and their families.

Working Together: We support each other, our patients, and their families by proactively providing assistance and support. We know that by working together, we can achieve great things.

Note

All qualified candidates are invited to apply; however, preference will be given to Canadian citizens and permanent residents. HGMH is an equal opportunity employer. We strongly encourage applications from all genders, Aboriginal peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require.

We thank all candidates for applying. We will only contact candidates selected for further consideration. Any information you send us will be handled respectfully and in complete confidence.

Please submit your CV (in English) to recruiting@hgmh.on.ca, referring to the Posting ID in the Subject.