

WEST HALDIMAND GENERAL HOSPITAL JOB POSTING

No.: 2010 - 07

Date: July 29, 2010

Department: Registrations and Communication

Rate of Pay: \$19.51-\$20.31

Position: Admitting Clerk/Communications Clerk

Status: Temporary full-time
(approximately 1 year)

Shifts: All shifts, and weekends

JOB SUMMARY:

As a member of the health care team, answers all incoming calls and directs to the appropriate destination; initiate code dispatch through paging system when required; provides clerical and business support to the admitting department; obtains all pertinent patient data and enters this into the database, and completes insurance forms for admissions.

QUALIFICATIONS:

- Minimum grade 12 education
- Minimum Level One Medical Terminology
- Previous admitting/booking experience in a health care setting
- Proficient in Meditech
- Accurate typing/keyboarding skills, minimum 45 w.p.m.
- Effective communication and interpersonal skills
- Effective organizational and time management skills
- Demonstrated ability to respect and maintain confidentiality
- Ability to work with minimal supervision
- Past attendance record and performance will be considered as part of the selection process.

DUTIES:

- Registers pre-op, day surgery patients, emergency department patients and inpatients efficiently and within the guidelines of Hospital Policy and the Public Hospitals Act
- Obtains and confirms all patient demographic, insurance and medical information and enters in database ensuring data integrity
- Assists in the organization and placement of patients transferred from other hospitals/facilities
- Places patients in appropriate accommodation to optimize patient's insurance coverage
- Maintains and updates Patient Census List and the Bed Registry Waiting List
- Answers and directs all incoming calls to the appropriate destination.
- Uses paging system as required including initiating emergency codes
- Receives incoming money and cheques, balances against receipts
- Issues parking token sales, counts and balances parking tokens
- Other duties as assigned

SAFETY:

- Safety (patient, worker & workplace) is a WHGH priority. The successful applicant will demonstrate good stewardship in the identification, reporting and mitigation of unsafe acts or conditions.

START DATE: to be determined

Current resumes must be submitted to the Human Resources Office or at hrrecruit@whgh.ca prior to 1300 hours Thursday August 5, 2010.