

WEST HALDIMAND GENERAL HOSPITAL JOB POSTING

Job Posting Number	2021-100	Date	October 20, 2021
Department	Registration & Communications		
Position	Registration & Communications Clerk	Status	Temporary Part Time- P&PL- (10 Months)
Rate of Pay	\$22.16 - \$23.07		
Shifts	Must be available to work all shifts, including days, nights & weekends		

POSITION SUMMARY

Are you passionate about providing the best patient centered care? Does working in a small rural hospital and providing vital health care to the surrounding community appeal to you? West Haldimand General Hospital is located in the beautiful town of Hagersville, and is a scenic half hour drive to Simcoe, Brantford and Hamilton. If working to make a difference for patients' appeals to you, then we would love to hear from you. We currently have a vacancy for a Registration and Communication Clerk in our Switchboard/Patient Admitting Area.

UNIT PROFILE

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.

POSITION REQUIREMENTS

- 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.

INTERNAL Posting Deadline	October 26 th , 2021
External Posting Deadline	Position will be posted until it is filled

Current resumes must be submitted to Human Resources at: hrrecruit@whgh.ca
Please include the position in the subject heading.

In order to ensure equal opportunities during the recruitment and selection process, West Haldimand General Hospital provides accommodations for applicants with disabilities upon request.

West Haldimand General Hospital thanks all applicants for their interest. Please note only those applicants selected for an interview will be contacted.

