

**PERTH & SMITHS FALLS DISTRICT HOSPITAL**

**EXTERNAL JOB POSTING**

**DATE:** MARCH 31, 2021

**DEPARTMENT:** DIAGNOSTIC IMAGING

**POSITION:** CASUAL DIAGNOSTIC IMAGING CLERK

**SUMMARY OF DUTIES:**

Provides clerical support in Diagnostic Imaging, performing the full scope of patient reception, booking, requisition/order/report processing and report/imaging record distribution. All work is performed ensuring patient confidentiality and quality customer service.

**Minimum requirements/ qualifications must have:**

- Successful completion of grade 12
- Medical Terminology
- Data Entry
- Medical Office Administration
- Minimum 6 months' experience in a healthcare environment in a capacity that requires direct face-to-face and phone interaction with the public for the provision of services
- Ability to work on multiple tasks simultaneously

**ASSET:**

- Previous experience in diagnostic imaging/a medical office

**SHIFTS:**

- Days/Afternoons

**CLOSING DATE:** APRIL 6, 2021 at 4:00 pm.

**Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.**

**Applications shall be submitted via email to [hr@psfdh.on.ca](mailto:hr@psfdh.on.ca) quoting the job posting number listed above before 4:00 pm on the closing date.**