PERTH & SMITHS FALLS DISTRICT HOSPITAL
INTERNAL JOB POSTING
CUPE 2023-88

DATE: September 28, 2023

DEPARTMENT: DIAGNOSTIC IMAGING

POSITION: PERMANENT PART TIME DIAGNOSTIC IMAGING CLERK (2 positions)

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
- Medical office administration diploma

SHIFTS:
- Days

SALARY: $23.277 - $23.907 - $24.548 - $25.180 - $25.820

CLOSING DATE: October 5, 2023 at 4:00 pm

How to apply: Please submit a resume and cover letter to HR@psfdh.on.ca.

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.

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283- 2330 ext. 1132 for assistance.

We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.