

PERTH & SMITHS FALLS DISTRICT HOSPITAL

INTERNAL JOB POSTING

CUPE 2023-16

DATE: JANUARY 27th, 2023

DEPARTMENT: OR

POSITION: PERMANENT FULL TIME CENTRAL BOOKING CLERK

SUMMARY OF DUTIES:

Responsible for the scheduling and registering of surgical patients for the hospital and the data entry for the Wait Time Programs as required.

DUTIES AND RESPONSIBILITIES

Appointment/Scheduling of clinic/surgical clients/patients

- Creates and maintains O.R. schedules and notifies departments, surgeons, & physicians of daily schedules & changes.
- Schedules assistants for day of surgery
- Creates list of clinics and supplies specialists with lists and referral letters.
- Schedules all elective and out-patient surgeries.
- Notifies patient of appointment times, changes, surgeries, and pre-op instructions.
- Performs pre-registration of all surgeries and clinics.
- Maintains all data in a confidential manner.
- Informs Patient Registration clerk of surgeries requiring bookings or of any cancellations.
- Acts as liaison between physicians, specialists, surgeons, and hospital departments.
- Works within the Wait Time Information System (WTIS) to input and close cases and follow up on Error messages

Clerical duties

- Creates electronic surgical schedules.
- Orders office supplies.
- Collects statistical information.
- Distributes inpatient billing lists

Reception

- Provides assistance, guidance and direction to patients and visitors.
- Responds to in-person and telephone inquiries, ascertains the nature of business and directs to

the appropriate location.

- Patient Registration relief as directed.

Minimum requirements/ qualifications must have:

- Minimal Grade 12 Diploma
- Excellent communication and interpersonal skills
- Knowledge of medical terminology
- Knowledge of computers and multiple software packages
- Knowledge of Meditech system
- Knowledge of WordPerfect
- Anatomy and Physiology required

ASSET:

- Graduate of Medical Secretary Program
- Understanding of wait times
- Experience working with Novari

SHIFTS:

- Days

SALARY: \$28.144-\$28.989-\$29.857-\$30.749

CLOSING DATE: February 2nd, 2023 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 quoting the job posting number listed above before 4:00 pm on the closing date.