

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL**

**May 16<sup>th</sup>, 2022**  
**CUPE INTERNAL JOB POSTING**  
**CUPE-2022-54**

**DEPARTMENT:** PATIENT REGISTRATION

**POSITION:** PATIENT REGISTRATION CLERK-  
PERMANENT PART TIME

**SUMMARY OF DUTIES:**

The Patient Registration Clerk is responsible for the following:

- Determines nature of patient visit.
- Performs patient registration for Emergency, In-patient Admission, Same Day Surgery, Out-Patient clinics, Diagnostics and Therapeutic Services.
- Collects supplementary insurance information.
- Informs in-patients of accommodation rates, and other expenses that may be incurred.
- Performs bed management function.
- Maintains all data in a confidential manner.
- Maintains directory of active and discharged patients and accesses bed roster to ascertain patient's location.
- Accepts payment from patients (cash, Visa, MasterCard, Interac) based on verified invoice amount.
- Performs general Switchboard duties during regular clerks breaks as well as on off hours as required.
- Central Booking duties as required.
- Performs staff call back function during disaster exercises.

**Minimum requirements/ qualifications must have:**

- Minimal Grade 12 Diploma
- Excellent communication and interpersonal skills.
- Successful completion of accredited of Medical Terminology course
- Knowledge of Computers including specific internet sites
- Data entry proficiency
- Ability to multitask and work under pressure
- Proficiency in Microsoft software (ie: Word, Excel)

**Additional Requirements/Assets:**

- Graduate of Medical Secretary Program

**Previous Experience Requirements:**

- 1-year previous experience preferred

**SALARY:** \$22.108-\$22.619-\$23.163-\$23.674-\$24.204

**SHIFTS:** Days, nights (Subject to scheduling change as per Management Rights and Article G.01 of the CUPE Collective Agreement.

**CLOSING DATE:** MAY 22<sup>nd</sup>, 2022 - 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 via e-mail, directed to the Human Resources Department [hr@psfdh.on.ca](mailto:hr@psfdh.on.ca), stating the job posting number in the subject line of the email.***