

PERTH AND SMITHS FALLS DISTRICT HOSPITAL

June 5, 2018

CUPE

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 patients location.
- Accepts payment from patients (cash, Visa, Master Card, 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.

QUALIFICATIONS: Minimum Requirements/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: \$20.820 - \$21.301 - \$21.813 - \$22.294 - \$22.793

SHIFTS: - Days/Evenings/Weekends (Subject to scheduling change as per Management Rights and Article G.01 of the CUPE Collective Agreement.

CLOSING DATE: JUNE 11, 2018 - 4:00 pm

Applications shall be in writing, directed to Human Resources Department, Smiths Falls site, quoting the above noted position.

