

**PERTH & SMITHS FALLS DISTRICT HOSPITAL
INTERNAL JOB POSTING
CUPE 2024-110**

DATE: OCTOBER 21, 2024

DEPARTMENT: LCMH

POSITION: CLINICAL TEAM SECRETARY

SUMMARY OF DUTIES:

Primary Care and Psychiatry Support

- Collaborate with the clinical team to schedule appointments for primary care and psychiatry services.
- Manage, administer, and adjust electronic booking systems.
- Liaise with primary care offices, specialists, hospitals, and pharmacies to ensure seamless transitions of care and ongoing updates while clients are receiving services at LCMH.
- Provide general administrative support for providers, including managing the lifecycle of client files, medical transcription, drafting correspondence, and assisting with provider time management.

Privacy Committee Support

- Participate as a member of the Privacy Committee to support organizational privacy initiatives.
- Assist the Privacy Officer with administrative tasks related to privacy, such as preparing records requests.
- Manage tracking and documentation of privacy-related activities and committee records.

Access & Waitlist Management Support

- Support the efficient operations of the Access functions to all services, including support in the creation of client charts and managing correspondence to referral sources.
- Assist with administrative tasks related to Waitlist Management functions, including drafting, sending, and following up on correspondence to clients on waitlists.

General Administration

- Manage the telephone system and respond to online inquiries.
- Answer and direct phone calls in collaboration with the receptionist, ensuring seamless communication across the organization.

- Greet clients and community members as they arrive at LCMH, providing a welcoming and professional environment.
- Perform other administrative tasks as required to support clinical operations

MINIMUM REQUIREMENTS/ QUALIFICATIONS MUST HAVE:

- College diploma in Medical Office Administration, or a related field.
- Experience using EMR
- Proficient with Microsoft Office and digital booking tools i.e. Carerove, Greenspace, CRMS and eHealth Ontario
- Sound knowledge of relevant legislation i.e. PHIPA

SHIFT: Days with availability to work at both the Smiths Falls and Carleton Place LCMH locations.

(Subject to scheduling change as per management Rights and Article G.01 of the CUPE Collective Agreement).

SALARY: \$29.746-\$30.189-\$30.649-\$31.086

CLOSING DATE: October 28th, 2024, at 4:00 pm.

How to apply: Please email HR at HR@psfdh.on.ca and quote the job number.

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.