

**PERTH & SMITHS FALLS DISTRICT HOSPITAL  
INTERNAL JOB POSTING  
EXPRESSION OF INTEREST TPT DI DATA ENTRY CLERKS**

**DATE:** September 24, 2024

**DEPARTMENT:** DIAGNOSTIC IMAGING

**POSITION:** TEMPORARY PART TIME DIAGNOSTIC IMAGING CLERK (LUMEO DATA ENTRY)

**SUMMARY OF DUTIES:**

Assisting with data entry during the transition into LUMEO/Cerner.

**Minimum requirements/ qualifications must have:**

- Successful completion of grade 12
- Medical Terminology
- Data Entry
- Medical Office Administration
- Ability to work on multiple tasks simultaneously

**ASSET:**

- Previous experience in diagnostic imaging/a medical office/with data entry
- Medical office administration diploma

**SHIFTS:**

- Evenings and weekends

**SALARY:** \$24.694-\$25.363-\$26.043-\$26.713-\$27.392 (new rates, effective September 29/24)

**CLOSING DATE:** October 1, 2024, at 4:00 pm

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**How to apply:** Please submit a resume to [HR@psfdh.on.ca](mailto: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.*