

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL  
CUPE INTERNAL JOB POSTING  
CUPE 2024-38**

**POST DATE:** March 22, 2024

**DEPARTMENT:** PATIENT REGISTRATION

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

**SUMMARY OF DUTIES:**

**Registering of clients/patients**

- Determines nature of patient visit
- Performs patient registration for Emergency, In-patient Admission, Same Day Surgery, Outpatient clinics, Diagnostics and Therapeutic Services. This includes the closing/discharging of patients once they have left.
- Collects supplementary insurance information including out of province (OOP) and country (OOC)
- Informs in-patients of accommodation rates, and other expenses that may be incurred i.e. television
- Confirms with patients bed availability on planned admission date
- Performs pre-registration for certain areas.
- Directs patients to appropriate areas
- Maintains all data in a confidential manner.
- Books appointments for Obstetrical clinic.
- For OOP and OOC patients – collects all data and prepares invoice, explains charges and provides proper documents to patient
- Be aware of and follow all workplace safety plans in effect
- Through Drug Profile Viewer, provide ED nursing staff with patient medication lists when requested

**Bed Management**

- Communicates with the Discharge Planner weekdays between 0800 and 1500 hours and/or Resource Nurses (charge nurse, ward clerk) regarding bed availability, bed/room transfer and isolation considerations
- Maintains directory on active and discharged patients and accesses bed roster to ascertain patient's location.

**Cashier Duties**

- Accepts payment from patients (cash, Visa, Master Card, and Interac) based on invoice amount.
- Balances cash float daily
- Run batch on debit machine

- Maintains workable float
- Supplies change when change machine is not working

#### Communications

- Accepts payment from patients (cash, Visa, Master Card, and Interac) based on invoice amount.
- Balances cash float daily
- Run batch on debit machine
- Maintains workable float
- Supplies change when change machine is not working

#### Reception and Clerical duties

- 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 or individual.
- Forwards rosters electronically as requested.
- Orders supplies when necessary (stationary, forms, charts, etc.)

#### **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
- Knowledge of Meditech system

#### **Previous Experience Requirements:**

- 1-year previous experience preferred

**SALARY:** \$23.983-\$24.537-\$25.128-\$25.682-\$26.257

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

**CLOSING DATE:** March 29, 2024, - 4:00 pm

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**How to apply:** Please email [HR@psfdh.on.ca](mailto:HR@psfdh.on.ca), stating the job number in the subject line.

*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.*