



Timmins and District Hospital L'Hôpital de Timmins et du district

Si vous souhaitez recevoir cette annonce d'emploi en français, s'il vous plait contactez le département des ressources humaines au kkampman@tadh.com ou par téléphone au 705-267-6371.

Diagnostic Imaging Clerk

POSITION SUMMARY: To perform all clerical and receptionist duties in the John P Larche Medical Imaging / Cardio-Pulmonary Department.

POSITION RESPONSIBILITIES

Shifts are rotational – days, evenings, nights and weekends.

- To receive and interview in-coming clients or representatives, to obtain and record required information in person or on the telephone.
- To enter all required information into the computer, which includes an accurate index, client statistical information and billing information.
- To maintain strict confidentiality of all client and hospital information.
- To establish and maintain good working relationships with departmental staff, medical staff and all other hospital employees.
- To use tact and discretion in dealing with clients and the general public.
- To perform other duties as assigned.
- To schedule appointments for clients in accordance with established departmental procedures and to prepare clients for scheduled appointments by providing the necessary instructions and information.
- To answer the telephone and to relay messages.
- To obtain the necessary consent for release of information.

POSITION REQUIREMENTS:

- Must be a high school graduate with previous office experience.
- Must have pursued pertinent recent continuing education.
- Must have a college diploma in Business Admin or Similar Program.
- Work experience with computers is a requirement.
- Previous experience, as a Diagnostic Imaging/Cardio-Pulmonary clerk or current proficiency related fields would be considered an asset with Windows 95/98, MS Word 2010, Outlook 2017, Microsoft Excel 2010 and FACSys Desktop is a requirement. Applicants will be required to demonstrate their proficiency through a formal typing testing process.
- Must possess work experience with the following Meditech modules: Admitting, Imaging and Therapeutics and Scheduling (Diagnostic Imaging and Cardiopulmonary procedures).
- Must have good problem solving skills and customer service skills.
- Must have good conflict resolution skills.
- Possess knowledge of medical terminology.
- Must possess the physical ability to work while sitting most of the working day: to bend, reach, lift and crouch when using departmental files and to travel short distances in the department and Hospital.

- Must be alert, possess a good memory, pleasant personality and use tact and diplomacy.
- Must participate actively as a team member.
- Must possess a willingness to perform simple, repetitive tasks on a continuous basis and under conditions of continuous interruptions.
- Must possess the ability to perform routine office procedures and clerical duties such as:
- typing, data entry, filing, backups, desktop faxing, mailing of reports and using excel spreadsheets rapidly and accurately.
- Must possess the ability to answer the telephone in a professional manner, answer booking inquiries and direct the calls appropriately.
- Must possess the ability to provide effective services to clients/residents in both English and French. Individuals who do not meet the language requirements of this posting are invited to submit their resume for future consideration.
- Employment history which demonstrates regular attendance at work.

Interested applicants must submit their résumé by Department of Human Resources, Timmins and District Hospital, 700 Ross Avenue East, Timmins, Ontario, P4N 8P2. Telephone (705) 267-6371; Fax (705) 360-6008; Attention: Kayla Kampman, email kkampman@tadh.com .

Timmins and District Hospital will provide accommodations for applicants with disabilities during the recruitment process.

TADH is committed to fostering an inclusive, equitable, and accessible environment supporting diversity in our work environment to provide quality care where all feel valued, respected, and supported. TADH is dedicated to building a workforce reflective of the communities in which we live, serve, and encourage Indigenous people, visible minorities, and persons with disabilities to apply and self-identify.

We thank all applicants for their response; however, only those selected for an interview will be contacted.

EXEMPLARY CARE TO NORTHERNERS

**WORKING TOGETHER WITH OUR PARTNERS TO IMPROVE THE HEALTH OF
NORTHERNERS**