



Campbellford Memorial Hospital

146 Oliver Road, Campbellford, ON K0L 1L0 • 705-653-1140 • www.cmh.ca

Job Posting – CUPE Local 2247

C25-81

Position: Permanent Part-time Registration Clerk

Department: Registration (Switchboard)

Classification: Permanent Part-time

Position summary: Campbellford Memorial Hospital is seeking a dedicated and reliable Registration Clerk to join our team. You will be a detail-oriented and compassionate administrative professional with over 1 year of recent clerical experience in medical office settings.

Qualifications:

- Secondary School Diploma
- One (1) year recent clerical experience in a medical office setting
- Completion of Medical Terminology course or related experience

Required Skills:

- Two-year Medical administrative course or equivalent administrative assistant program
- Two years related experience in a health care facility preferred
- Experience with registration and switchboard preferred.
- Working knowledge of Excel and Microsoft Word, Outlook
- Ability to work as part of a cross-functional team
- Ability to use critical thinking skills to solve problems independently
- Excellent knowledge of medical terminology
- Demonstrated ability to achieve tasks within set deadlines
- Excellent communication skills
- Working knowledge of automated telephone system
- Excellent customer service skills, including the ability to work with the patient population in a respectful, sensitive and confidential manner
- Demonstrated ability to prioritize workflow

Preferred:

- Working knowledge of EPIC Patient Information System preferred
- Typing speed of at least 50 wpm with accuracy
- Filing skills and ability to maintain an accurate filing system (terminal digit)

Duties: Responsibilities include processing registrations for inpatients, emergency, clinic, lab, radiology, and day surgery visits; maintaining the computerized EPI database by recording Emergency Room departures; handling incoming and outgoing calls; monitoring the switchboard auto-attendant and hospital alarm system; and operating the hospital paging system. Additional duties involve balancing petty cash, performing Shadow Billing under the Alternate Funding Agreement for

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Emergency Physicians, accepting payments for the Business Office and donations for the Hospital Foundation when required, integrating and filing charts in terminal digit order, providing Health Records support as needed, and performing other related tasks as assigned.

Hours of Work: 7:30am to 3:30pm and 3:30pm to 11:30pm. Includes weekends and stat holidays.

Wage Rate: \$26.73 to \$28.35

Union Details: This position follows the CUPE Local 2247 collective agreement, Article 9.05, which governs job classifications and seniority rights.

Application Process: Submit applications quoting Competition Number C25-81 to Jennifer Bonnici Elias, Human Resources, via email at careers@cmh.ca by 4pm on December 29th, 2025.

Accommodations: If you require accommodations during any part of the application process, please notify **Jennifer Bonnici Elias** at jbonnicielias@cmh.ca. All requests will be handled in confidence in compliance with accessibility standards.





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