



Campbellford Memorial Hospital

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

Job Posting – CUPE Local 2247

C26-60

Position: Diagnostic Imaging Lab Clerk

Department: Diagnostic Imaging

Classification: Permanent Part-time

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

Duties: Coordinating patient flow through diagnostic imaging and laboratory departments, scheduling appointments, and maintaining accurate patient records. Proficient in Microsoft Office, and medical terminology, with a strong commitment to patient confidentiality and high-quality service. Adept at multitasking in fast-paced environments, communicating effectively with patients, staff, and physicians, and contributing positively as a member of the healthcare team.

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:

- Advanced computer skills, knowledge of word processing and CIS; Microsoft Office, especially Word and Excel required
- Ability to work accurately and efficiently in a fast-paced environment.
- Excellent organizational and time management skills
- Ability to maintain confidentiality
- Perform all duties laid out by the Ontario Breast Screening Program; manage, prepare, maintain, update, track and file charts, manually and electronically, generate physician letter(s) as required using ICMS
- Assists in co-ordinating patient flow through the diagnostic imaging and laboratory departments
- Faxes and communicates pertinent information to staff and referring physicians
- Instructs patients of necessary test preparation
- Collects patient documents/films, and use of RA600 and portal to import previous images
- Sort and distribute all incoming and outgoing mail and parcels
- Schedule client appointments, Lab and Emergency Diagnostic referrals, Mammography/OBSP clients
- Register patient and enter orders confirms demographic information, family and specialist physician information

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- Maintains confidentiality of patient records and information
- Maintains knowledge of relevant unit equipment fax etc.
- Participates as a member of the health care team
- Communicates concerns to senior staff
- Completes monthly statistics as required
- Manages supply orders weekly
- Manages monthly health and safety orders
- Take minutes at monthly staff meetings
- Other related duties as assigned

Preferred:

- Pleasant and professional manner in person and over the phone
- Excellent verbal/ written communication skills.
- Excellent interpersonal skills with the ability to work well with patients, staff and physicians

Hours of Work: Monday to Friday 8am to 4pm

Wage Rate: \$27.33 to \$28.98

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

AI Disclosure: If any AI or automated tools are used during the screening or selection process, all results will be reviewed by a member of our HR team before any hiring decisions are made.

Vacancy Status: This posting is for an existing vacancy.

Accessibility Statement (AODA): We thank all applicants for their interest in Campbellford Memorial Hospital. To promote employment equity, we welcome applications from all qualified individuals including Indigenous persons, immigrants, members of minority groups, women, and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

How to Apply: Applications with resumes, quoting competition **C26-60** will be accepted by Jennifer Bonnici Elias, Human Resources Advisor **via email** at careers@cmh.ca

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.