

JOB POSTING – CUPE LOCAL 2247

POSITION: Diagnostic Imaging/Laboratory Clerk – Temp Part Time

REQUIRED:

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

HOURS OF WORK Coverage of department Monday to Friday office hours

DUTIES

- 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
- 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

WAGE RATE: As per the collective agreement

CONDITIONS OF EMPLOYMENT: The terms and conditions are in accordance with the Collective Agreement between the Hospital and CUPE Local 2247.

Applications, **quoting competition number C25-19** will be accepted **via email** until **1600 hours on April 16th 2025**, by Emma MacPherson, Human Resources Advisor, Campbellford Memorial Hospital (emacpherson@cmh.ca).