

Diagnostic Imaging/Laboratory Clerk – Permanent Part Time

Primary Responsibilities:

- 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
- 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
- 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

Education & Experience:

- Secondary School Diploma
- Two (2) years recent clerical experience in a medical office setting

Completion of Medical Terminology course **Skills & Abilities:**

- Pleasant and professional manner in person and over the phone
- Well-developed verbal and written communication skills
- Excellent knowledge of medical terminology.
- Advanced computer skills, knowledge of word processing and Meditech; Microsoft Office, especially Word and Excel required
- Ability to work accurately and efficiently in a fast-paced environment.
- Excellent organizational and time management skills to prioritize duties
- Excellent interpersonal skills and ability to work well with patients, staff and physicians.
- Ability to maintain confidentiality

How to Apply: Email your resume and cover letter to careers@cmh.ca with the job title and competition number **C24-56** in the subject line. Due to a high volume of applicants, only those selected for an interview will be contacted.

Our Hospital: Campbellford Memorial Hospital is looking for compassionate and innovative team members to join our team. At CMH we have a 38-bed in-patient unit, Emergency Department, Day Surgery, Diagnostic Imaging, Laboratory and more. We serve the area between Peterborough and Belleville, providing the only Hospital between these two larger centres. Apply today to become part of

our proud team of warm and caring professionals!

Our Community: Campbellford is a small, picturesque town in the heart of the municipality of Trent Hills. Living in Trent Hills will bring you closer to nature, offering an outdoor lifestyle with close proximity to the Trent Severn Waterway, Ferris Provincial Park, and a wealth of trails for ATVs and snowmobiles.

We thank all applicants for their interest in Campbellford Memorial Hospital. In an effort to promote employment equity, we welcome applications from all qualified individuals including Aboriginal 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.
