



JOB POSTING

26-06

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| POSTION: | Patient Registration Clerk, Permanent Part time |
| NO. OF VACANCIES: | 1 |
| CLOSING DATE: | When filled |
| DATE AVAILABLE: | Immediately |
| SALARY: | \$27.08/hour + 18% in lieu of benefits / vacation Weekend premiums |

QUALIFICATIONS:

- Graduate of Grade 12.
- Ability to learn and navigate new systems quickly
- Excellent interpersonal skills with the ability to communicate clearly in written and verbal form.
- Must have excellent time management skills and be able to work with minimal supervision.
- Must know and practice professional ethics, particularly in regard to confidentiality.
- Must be able to exercise tact and diplomacy when interacting with patients and other staff members.

RESPONSIBILITIES:

- Registering outpatients and booking appointments.
- Working closely with the Laboratory, Diagnostic Imaging, and Physio Departments to ensure efficiency and timeliness of patient registration processes.

THIS POSITION IS OPEN TO ALL APPLICANTS

Red Lake Margaret Cochenour Memorial Hospital is committed to employment equity, diversity and inclusion in the workplace. Where needed, accommodations for disabilities will be provided, on request, to support participation in all aspects of the recruitment process.

“Compassionate, quality care – every patient, every time”

This position is being posted in response to existing vacancies at Red Lake Hospital.

Those interested in the position are requested to apply in writing to:

Simranpreet Kaur, Human Resources Manager
Red Lake Margaret Cochenour Memorial Hospital
Box 5005, Red Lake Ontario P0V 2M0
jobs@redlakehospital.ca

“Compassionate, quality care – every patient, every time”

P.O. Box 5005 / Hwy 105, Red Lake, Ontario P0V 2M0 / Telephone: (807) 727-2231 Fax: (807) 727-2923 www.redlakehospital.ca