



Position Title: Patient Registration Clerk
Position Status: Part Time – 2 Vacancies
Rate of Pay: \$28.01 - \$29.50 hourly **2022 Rates
Posting No.: 24-153
Posting Date: July 24, 2024
Closing Date: Internals: July 31, 2024 Externals: Until Filled

Primary Responsibilities:

- Operating the main hospital switchboard
- Registration of patients
- Processing pre-admissions, admissions, discharges and transfers
- Data entry, data quality and maintenance of patient information
- Daily bed assignments and bed management team member
- Patient scheduling and appointment booking
- Initiate and retrieve records
- Maintain on-call lists
- Overhead paging and the external paging system
- Provide information for visitors
- Generate, monitor and disperse reports

Position Qualifications:

- Graduate of a recognized college level Medical Administrative Program or equivalent which includes medical terminology or graduate of a Hospital Patient Registration Specialist program
- Excellent keyboarding skills with a typing speed of at least 50 WPM
- Excellent working knowledge of Windows based systems with skills in Word, Excel & Outlook
- Previous experience with hospital information system Meditech preferred
- Excellent customer relations and problem-solving skills
- Excellent communication skills and ability to interact with patients and all disciplines
- Ability to work well with frequent interruptions and manage multiple tasks
- Ability to work as a team member as well as autonomously
- Experience with health information management processes
- Excellent attendance
- Demonstrated commitment to patient rights and patient partnered care
- Adherence to all health and safety policies, procedures and provisions and the recognition and reporting of unsafe hazards and work practices

Hours of Work

Patient Registration is a 24/7-hour operation. Candidates must be available to work shift: days, evenings, nights, weekends and holidays. Staff are scheduled on a rotational basis.

About Us:

Located in Simcoe, Ontario, Norfolk General Hospital provides exceptional healthcare to a municipality of approximately 69,000 people. Our area of focus provides a continuum of service throughout the life span of the people we serve including Emergency, Critical Care, Obstetrics, Pediatrics, Medicine, Surgery, and Complex Continuing Care. Employing approximately 550 highly skilled and dedicated employees, Norfolk General Hospital continues to be a full service 106-bed hospital with round the clock on-call coverage of Specialists in Surgery, Anesthesia, Internal Medicine, and Obstetrics, as well as on-site 24 hour per day medical coverage. Simcoe is less than one hour away from most major centers, including Hamilton and London, and only 90 minutes from the Greater Toronto Area. Situated in Norfolk County (Ontario's South Coast), Simcoe is not far from Lake Erie and the 88 miles of shoreline that includes long stretches of sandy beach.

Interested applicants must submit a current **cover letter and resume** to the Human Resources Department: Internal applicants by e-mailing nghhr@ngh.on.ca, referring to posting number by 1600 hours on **June 31, 2024**.

In order to ensure equal opportunities during the recruitment and selection process, Norfolk General Hospital and Norfolk Hospital Nursing Home provides accommodations for applicants with disabilities, upon request.

Norfolk General Hospital and Norfolk Hospital Nursing Home thanks all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.