



JOB OPPORTUNITY

Position:	Casual Clerk I #04-2023
Department:	Registration
Commencing:	As soon as possible
Wage:	\$22.78 /hour to \$23.47 /hour Based on CUPE pay schedule
Deadline:	Open until a suitable applicant is found.
Job Description:	Enclosed

Riverside Healthcare Facilities Inc. invites applications from all qualified applicants.

To be considered, please send your completed cover letter, and resume by e-mail to human.resources@rhcf.on.ca or by fax to: 807-274-2898.

For more information, please contact Human Resources at:
human.resources@rhcf.on.ca



JOB DESCRIPTION

POSITION (Title):	Casual Clerk I
DEPARTMENT/SERVICE AREA:	Registration
SITE:	La Verendrye General Hospital
REPORTS TO (Title):	Supervisor, Health Records & Registration

QUALIFICATIONS NECESSARY:

- Minimum Grade 12, or equivalent education acceptable to the Employer;
- Proficient in the use of computer software, including Word and Excel;
- Understands and maintains confidentiality;
- Excellent organizational skills;
- Ability to act or respond in a crisis situation;
- Ability to multi-task; versatile in changing priorities;
- Ability to work independently as well as in a team;
- Telephone etiquette;
- Demonstrates initiative;
- Willing to work shift work;
- Demonstrated strong written and verbal communication skills;
- Demonstrated strong interpersonal skill with the ability to function effectively independently, within a team, with front line personnel, and management;
- Demonstrated ability to function effectively in a fast-paced healthcare environment with excellent organizational and time management skills with the ability to multitask and prioritize workload;
- Dependable with a verifiable acceptable attendance record;
- Proven ability to perform the essential duties of the position on a regular basis.

BASIC RESPONSIBILITIES:

1. Patient registration.
2. Operate communications systems
3. Provide reception/information services to patients and visitors
4. Collection, preparation, audit, and distribution of statistical data for the corporation.
5. Perform basic finance functions.
6. General office duties.

SPECIFIC DUTIES:

Patient Registration

- Perform all inpatient, day surgery, emergency, and clinical patient registrations.
- Prepare and distribute daily, weekly, and monthly reports generated via Meditech for various departments.
- Assign Health Card Numbers to Newborns
- Maintain the Birth and Bed books.
- OHIP validation follow-up.

Communications

- Maintain switchboard operation answering all incoming calls and directing them accordingly.
- Assisting Medical and Nursing staff in contacting tertiary facilities and specialists.
- Maintain the beeper system and page for all on-call Medical, Nursing, Diagnostic Services and Maintenance staff.
- Responsible for paging of all Codes.
- Provide information and direction to patients and visitors to the facility.
- Monitor security cameras, alarm systems and nurse-call system.
- Assist Nursing with Ambulance Patch Phone.
- Monitor PHRS (Provincial Hospital Resource System) and communicate pending transfers with the Bed Management Coordinator or their designate

Statistics

- Verify census with Nursing Units prior to midnight, make appropriate changes and submit to Clerk III.
- Data Quality Audits on statistical reports to ensure accuracy.
- Update Critical website
- Maintain ER Activity Report

Finance

- Maintain and balance Petty Cash
- Maintain client accounts receivable files
- Prepare and issue receipts
- Prepare WSIB billing cards
- Complete Insurance Forms for Patient Billings
- Note patient charges on account forms
- Prepare adjustments on patient accounts for submission to finance
- Code Responsibility for payment on Outpatient billing copy

General Office Duties

- Receive and follow work schedule/instructions from the Manager, Patient Information Services and as outlined in established policies and procedures.
- Maintain patient telephone and television services.
- Prepare patient charts for Nursing Units.
- Miscellaneous filing.
- Promote goals and objectives of the corporation:
 - Adhere to the Occupational Health & Safety programs, standards, and practices.
 - Adhere to policies and procedures of the department and the corporation.
 - Adhere strictly to principles of confidentiality.
 - Promote continuous quality improvement principles and participate in ongoing activities.
- Basic maintenance of office equipment and report all unsafe/hazardous conditions, defective equipment, etc. to the Manager, Patient Information Services immediately and/or designate.
- Attend and participate in Inservice educational classes, on-the-job training program/workshops, seminars, etc. as requested and/or approved
- Other related duties as may become necessary, or as directed by the Supervisor of Health Records & Registration

CONDITIONS OF EMPLOYMENT:

1. Human Resource Policies
2. Corporation Policies
3. Departmental Policies
4. Union Contract