

WEST HALDIMAND GENERAL HOSPITAL JOB POSTING

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| Job Posting Number | 2025-06 | Date | Feb. 4th, 2025 |
| Department | Patient Registration & Communications | | |
| Position | Patient Registration & Communications Clerk | Status | Part-Time (2) |
| Rate of Pay | \$24.02 - \$25.02 | | |
| Shifts | Must be available to work all shifts, including stat. holidays, days, nights & weekends | | |

POSITION SUMMARY

Imagine a supportive employer, a career that allows you to follow your passion and calling, and the endless learning opportunities you will receive. To do what you're good at and be a part of something extraordinary.

At West Haldimand General Hospital (WHGH), you can experience all of that and more. We are currently looking for a Registration and Communications Clerk, like you, to join our Registration and Communications team and gain valuable health care experience for your future.

Our Registration and Communications Clerks register patients arriving at the Hospital, accept calls through switchboard, and interact with employees across the Hospital. You will be given the opportunity to become an integral part of our small team where you truly make a difference in the patient experience.

Located in Hagersville, WHGH is just a short 30 minute drive away from Simcoe, Brantford and Hamilton. Come and join our friendly and experienced team today!

UNIT PROFILE

As a member of the health care team, answers all incoming calls and directs to the appropriate destination; initiate code dispatch through paging system when required; provides clerical and business support to the admitting department; obtains all pertinent patient data and enters this into the database, and completes insurance forms for admissions.

POSITION REQUIREMENTS

- Minimum grade 12 education
- Minimum Level One Medical Terminology
- Previous admitting/booking experience in a health care setting
- Proficient in Meditech
- Accurate typing/keyboarding skills, minimum 45 w.p.m.
- Effective communication and interpersonal skills
- Effective organizational and time management skills
- Demonstrated ability to respect and maintain confidentiality
- Ability to work with minimal supervision
- For internal candidates, past attendance record and performance will be considered as part of the selection process.

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| INTERNAL Posting Deadline | Feb. 11 th , 2024 |
| External Posting Deadline | Position will be posted until it is filled |
| Current resumes must be submitted to Human Resources at: hrrecruit@whgh.ca | |
| Please include the position in the subject heading. | |
| In order to ensure equal opportunities during the recruitment and selection process, West Haldimand General Hospital provides accommodations for applicants with disabilities upon request. | |
| West Haldimand General Hospital thanks all applicants for their interest. Please note only those applicants selected for an interview will be contacted. | |