



Live the Lake Life, Lead with purpose.

Based in Kenora, this is more than a job, it's a chance to be part of a close-knit, mission driven team in one of Canada's most scenic lakefront communities. With a strong sense of purpose and the beauty of nature all around you, you'll find balance, connection, and fulfillment both on and off the clock.

NOW HIRING

Clinical Information Clerk 1

Classification	CIC1
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Department	Patient Registration
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Description

Greet patients and visitors entering through the main lobby. If necessary, screen everyone if outbreak is in effect. Accept deliveries for patients and or staff. Deliver to floors as able, if not, contact floors or staff to pick up. Direct visitors to proper rooms. Direct patients attending Rehab and or Diagnostic Imaging to proper locations for registration. Check in and register all scheduled visits. Contact clinics and or Nursing Stations for information and register any ambulatory visits not scheduled. Contact patients for appointment reminders if necessary. Provide any other reception/information services to patients, visitors and staff as needed.

Qualifications

- Reliable attendance record
- High School Diploma or equivalent, Medical Terminology certificate
- Knowledge of hospital terminology, office procedures and filing
- Effective written and oral communication skills
- Excellent keyboarding skills; minimum 35 wpm
- Ability to multi-task, versatile in changing priorities
- Understands and maintains confidentiality
- Physically capable of performing the essential duties
- The physical ability to sit for extended periods, as well as bend, lift, push and pull

