



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 3

Classification	CIC3
Department	Various

Description

Provide initial reception and screening for patients. Complete the orders of patients, and provide support as directed by the Unit Manager, Team Lead or Charge Nurse. Facilitate the flow of information with other facilities, the healthcare team, patients, family members and/or visitors. The CIC is expected to perform a wide variety of clerical duties including maintaining patient charts, facilitating the admission / discharge /transfer process of patients. Maintain confidentiality of information, transcribing of Physician and Nursing orders, answering the phones, taking accurate messages, faxing of referrals and prescriptions as well as communicating face to face with everyone involved in a polite professional manner.

Qualifications

Education

- Grade 12 Diploma or equivalent
- Medical terminology course required
- Medical Office Administration Diploma or relevant post-secondary program required or equivalent work experience

Experience

- Recent and related experience, preferred

Knowledge and Skills

- Proficiency and familiarity with computerized patient information systems
- Knowledge of pharmacology an asset
- Demonstrated knowledge of and proficiency with Medical Terminology
- Proficiency and familiarity with the use of a computer and Microsoft Office applications
- Experience with transcribing physician orders
- Evidence of strong organizational skills with the ability to organize, multitask, cope with frequent interruptions, meet deadlines and work with minimal supervision
- Understands and maintains confidentiality
- Ability to work under pressure with time constraints and in a face paced environment
- Excellent interpersonal skills with demonstrated ability to communicate effectively, courteously and tactfully with patients, families, and the healthcare team both in person and by telephone
- Proven typing skills of 30 words per minute (tested)
- Reliable attendance record



Lake of the Woods
District Hospital