



The Carleton Place & District Memorial Hospital is a 22 bed rural hospital with an outstanding record of performance, fiscal responsibility and quality patient care. Our Hospital serves the growing communities of Carleton Place, Beckwith Township, Mississippi Mills and Ottawa West. We have partnered with the Almonte General Hospital to form the Mississippi River Health Alliance, an integrated model of shared hospital administration.

PATIENT REGISTRATION CLERK CASUAL POSITION

Reporting to the Integrated Director, Health Information, Decision Support & Privacy Officer, the incumbent is responsible for receiving and documenting patients for Admission, Ambulatory Care, and Out-Patient Services as well as being responsible for the operation of the switchboard.

QUALIFICATIONS:

- Successful completion of Grade 12.
- Completion of a Medical Office Administration program or two (2) years' minimum experience as a Registration Clerk.
- Minimum typing speed of 40 words per minute (testing required).
- Working knowledge of Microsoft Word and Excel.
- Courteous telephone manners.
- Ability to work independently within the limits of the position.
- Excellent organizational skills and interpersonal skills.
- Able to work accurately with attention to detail.
- Ability to work under pressure.
- Commitment to continuing education.

PREFERED QUALIFICATIONS:

- Previous experience with computerized patient information systems.
- Previous experience in an Admitting Department.

APPLICATION INFORMATION:

Email: jobs@carletonplacehosp.com

Human Resources

Carleton Place & District Memorial Hospital

211 Lake Avenue East, Carleton Place, ON K7C 1J4

We wish to thank all who apply but only those applicants selected for an interview will be acknowledged.

All staff will support and promote a culture of patient and family-centered care. It is an expectation that you will provide safe, high quality patient care and service. This will be achieved by, but not limited to, taking a problem solving approach to your work, using sound judgment, acting appropriately to ensure safety and taking the initiative to improve care and service.

The Carleton Place & District Memorial Hospital is an equal opportunity employer. If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.