

CAREER OPPORTUNITY

No. HRP1905

Position Title : Hlth Rcrds Proc Clerk - HRP1905 X 1 TPT
Department : Records Processing General
Start Rate : \$21.57+ 14% in lieu of benefits
Position Available : 30/Sep/2019 **End Date:** March 2020
Hours : /wk
Shift : 8 hrs D/E/Wknds

Our diverse staff is our most valued resource. Compassion, Integrity, Courage and Accountability are the values that set Michael Garron Hospital apart.

Position Overview:

The Health Records Processing Clerk supports quality patient care through the provision of efficient and effective processing of Health Records including prepping, scanning and indexing of the health records into Cerner in accordance with PHIPA and MGH health records policies.

Education:

- Graduate from an accredited Health Information Management Program required.
- Certification with CHIM (Canadian Health Information Management) preferred.

Qualifications/Experiences:

- Health record experience with preparing records for scanning and quality control indexing of scanned documents preferred.
- Health records experience with release of information procedure and knowledge of legislation preferred.
- Knowledge of terminal digit filing and chart retrieval.
- Minimum 1 year related health record experience.
- Knowledge of computer systems (Med2020 and Cerner) an asset.
- Customer service experience.
- Medical terminology experience required.
- Good command of the English language.
- Experience interacting with multi-cultural and multi-lingual population.
- Flexibility to work other shifts when required.
- Good work and attendance record required.
- All employees of Michael Garron Hospital (MGH), a division of Toronto East Health Network (TEHN) [formerly Toronto East General Hospital (TEGH)] agree to work within the legislated practices of the Occupational Health and Safety Act of Ontario.
- All employees of MGH are responsible to contribute to a transparent culture of patient and staff safety by adhering to and abiding by patient and staff safety policies and procedures set by MGH.
- All employees are accountable for protecting the psychological health and safety of themselves and their co-workers through adherence to MGH's policies and practices.

JOB SPECIFICATIONS:

- Keyboarding 40 w.p.m test will be conducted
- Intermediate Microsoft applications proficiency in word and excel (competency test will be conducted)
- Medical Terminology (Competency test will be conducted).
- Terminal digit filing (Competency test will be conducted).

Michael Garron Hospital fosters an inclusive and diverse work environment. We are committed to providing accommodations for applicants upon request at any stage of the recruitment process. Should you require an accommodation, please let us know how we can work with you to meet your needs.

(PREFERENCE IS GIVEN TO THE INTERNAL APPLICANTS)

Note Human Resources Department Hours:
 0730hrs-1600hrs Monday - Friday

CAREER OPPORTUNITY

No. ICU1914

Position Title : Unit Clerk II - X 1 PT
Department : ICU
Start Rate : \$21.23+ 14% in lieu of benefits
Position Available : 28/Oct/2019 **End Date:**
Hours : /wk
Shift : 8/10/12 hrs shift (D/E/N)

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Position Overview:

As part of the multi-disciplinary team, the Unit Clerk II Acts as receptionist and performs clerical duties including but not limited to data entry as related to ANSOS and CCIS; maintains statistical information for various patient care areas within the Health Services. The unit clerk participates in the flow of patients in and out of the unit.

Education:

- Minimum Grade 12 or equivalent educational preparation required.
- Proficient computer and keyboarding skills required.

Qualifications/Experiences:

- Previous Unit Clerk II experience preferred
- Related clerical healthcare experience an asset
- Excellent customer service skills
- Demonstrated proficient computer skills, expert in the use of Powerchart, ANSOS, SAP/SRM, and Microsoft preferred
- Must be successful in the completion of all mandatory testing for this position with a minimum score of 70% required.
- Demonstrated ability to multi-task and problem solve in a busy work environment required
- Demonstrated ability to accurately type a minimum of 40 wpm required
- Knowledge of medical terminology an asset
- Excellent communication skills (verbal and written) required
- Excellent interpersonal and organizational skills required
- Demonstrates tact, diplomacy, and discretion in matters related to patients, staff, and hospital affairs
- Demonstrated ability to work well independently and in a multi-disciplinary team environment required
- Demonstrates core MGH values
- Good work and attendance record required
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Employees interested in the above position are requested to complete an Internal Application Form F-525 and submit it to Human Resources along with the most recent resume prior to the closing date and time indicated in order to be considered for this position.

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 0730hrs-1600hrs Monday - Friday

CAREER OPPORTUNITY

No. NAS1905

Position Title : Scheduling Clerk - NAS1905 X 1 TPT
Department : Clinical Resource Team
Start Rate : \$21.57+ 14% in lieu of benefits
Position Available : 20/Aug/2019 **End Date:** August 2020
Hours : /wk
Shift : 8 hrs D/E/N/Wknds

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Position Overview:

Utilizing computerized staffing systems, the Scheduling Clerk allocates, calls in relief staff and performs related staffing functions for the clinical areas; including input of payroll data.

Education:

- Grade 12 education or equivalent.
- Courses in Conflict Resolution/Customer Service an asset.
- Computer courses.

Qualifications/Experiences:

- Previous scheduling experience is essential.
- Must have ANSOS/scheduling experience.
- Proficient in the use of MS Office Suite.
- Proven ability to function in a collaborative, interdepartmental setting.
- Proven ability to communicate effectively both verbally and written.
- Proven data entry skills 40 wpm.
- Ability to organize work, meet deadlines in a timely, organized manner.
- Excellent interpersonal skills.
- Excellent telephone skills required.
- Proven ability to work in stressful situations.
- Able to operate related equipment, computer, headsets, and multiple phone lines.
- Proven ability to deal with conflict.
- Self-directed and flexible.
- Physical ability to carry out duties of the position.
- Good work and attendance record required.
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CAREER OPPORTUNITY

No. NAS1907

Position Title : Scheduling Clerk - X 1 TFT
Department : Clinical Resource Team
Start Rate : \$21.57
Position Available : 31/Oct/2019 **End Date:** April 2021
Hours : 37.50 /wk
Shift : 8 Hrs D/E/N/W + On-Call

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Position Overview:

Utilizing computerized staffing systems, the Scheduling Clerk allocates, calls in relief staff and performs related staffing functions for the clinical areas; including input of payroll data.

Education:

- Grade 12 education or equivalent.
- Courses in Conflict Resolution/Customer Service an asset.
- Computer courses.

Qualifications/Experiences:

- Previous scheduling experience is essential.
- Must have ANSOS/scheduling experience.
- Proficient in the use of MS Office Suite and database programs such as Microsoft Access.
- Proven ability to function in a collaborative, interdepartmental setting.
- Proven ability to communicate effectively both verbally and written.
- Proven data entry skills 40 wpm.
- Ability to organize work, meet deadlines in a timely, organized manner.
- Excellent interpersonal skills.
- Excellent telephone skills required.
- Proven ability to work in stressful situations.
- Able to operate related equipment, computer, headsets, multiple phone lines.
- Proven ability to deal with conflict.
- Self-directed and flexible.
- Physical ability to carry out duties of the position.
- Good work and attendance record required.
- All employees of Toronto East Health network - Michael Garron Hospital (MGH) [formerly Toronto East General Hospital (TEGH)] agree to work within the legislated practices of the Occupational Health and Safety Act of Ontario.
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