

Services de santé de Chapleau Health Services is currently seeking qualified candidates for the following position:

2 PART TIME SECRETARY/RECEPTIONIST – ADMISSIONS
Starting wage - \$26.33

Duties

The incumbent is responsible for providing main reception and switchboard services including emergency communications, record keeping of all admissions, discharges, and visits of patients to the hospital in accordance with established policies and procedures using Meditech software. Accepts monies and provides receipts to Accounts Receivable. Processes all documentation pertaining to W.S.I.B. patients, outpatients uninsured and ambulance. Prepares Notice to Invoice and submits to Accounts Receivable. Bookings of all Visiting Specialists.

Qualifications

- Successful completion of Grade 12 or equivalent preferred
- Minimum of two years of related experience
- Advanced proficiency in Windows, Word and Excel required
- Accurate typing and word processing skills
- Ability to demonstrate interpersonal and communication skills in dealing with the public in a courteous manner
- Advanced proficiency level in both oral and written English and French required
- Ability to demonstrate organizational skills and attention to detail in a high volume work environment
- General knowledge of Accounting Principles
- Knowledge of medical terminology a distinct asset

Interested applicants may submit resumes to:

Human Resources
Services de santé de Chapleau Health Services
6 Broomhead Road, P.O. Box 757
Chapleau, Ontario P0M 1K0
Tel: (705) 864-1520 ext.3061, Email: chapleauhr@sschs.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. All applications will be held strictly confidential. Please advise Human Resources if you require accommodation in accordance with the Human Rights Code or the Accessibility for Ontarians with Disabilities Act in order to properly participate.

