



**JOB POSTING –WINGHAM SITE**

**POSITION POSTING #** W24-34  
**POSITION:** Ambulatory Care Clerk  
**UNIT:** Ambulatory Care  
**STATUS:** Casual  
**START DATE:** As soon as possible  
**SALARY RANGE:** \$26.19 - \$27.84 per hour

**POSITION SUMMARY:**

The role of the Ambulatory Care Receptionist is to coordinate the day-to-day clinics and operating room days with efficiency and accuracy in a fast-paced, high volume clinic.

**QUALIFICATIONS:**

- High School Diploma
- Office Administration/Medical Administration
- Up to 3 months related experience in a clinic setting
- Working knowledge of Cerner software applications information systems and related peripheral hardware preferred

**EFFORT:**

- Minimal Effort
- Average degree of mental effort and analysis

**POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:**

- Register and check in Amb Care visits and OR visits
- Booking patient consults and recheck appointments.
- Identify and respond to needs and/or requests of specialists
- Making phone calls and taking instructions. Making reminder phone calls when necessary.
- Receiving referral requests, determining urgency of the visit (triaging), and then booking appropriate outpatient clinic appointment
- Ability to cancel and reschedule clinics when required
- Ability to strategically manage and schedule multiple providers in a limited space
- OR Bookings. Book all surgeries – meet with client to set up surgery date and pre-admit date.
- Get charts organized for surgery and outpatient clinics
- Prepare monthly anesthetic and surgical assists schedules.
- Coordinate assignment of clinical rooms for the day.
- Review times and list of clients prior to clinics Fax final clinic day to specialists that will be attending.

**HOURS OF WORK:** Monday to Friday 0730-1530. Available to work all shifts including evenings, holidays and weekends.

*Interested applicants are asked to apply, in writing, complete with full resume, indicating their qualifications and pertinent skills to:*

Human Resources  
Listowel Wingham Hospitals Alliance  
[careers@lwha.ca](mailto:careers@lwha.ca)

**PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION**

Date Posted: June 18, 2024 @ 1:00pm

Posting Deadline: upon successful recruitment