



**JOB POSTING –WINGHAM SITE**

**POSITION POSTING #** W24-37  
**POSITION:** Radiology Clerk  
**UNIT:** Diagnostic Imaging  
**STATUS:** Casual  
**START DATE:** August 7, 2024  
**SALARY RANGE:** \$24.47 - \$ 26.02 per hour

**POSITION SUMMARY:**

The Radiology Clerk assists on a daily basis with maintaining the appropriate level of department flow.

**QUALIFICATIONS:**

- High School Diploma or equivalent
- Medical Terminology Certificate
- 0 – 3 months recent related experience in a similar setting preferred

**EFFORT:**

- Moderate physical effort
- Moderate degree of mental effort and analysis

**POSITION-SPECIFIC RESPONSIBILITIES AND TASKS:**

- Scheduling appointments for patients based on Physician requisitions and department requirements.
- Book emergency ultrasound bookings
- Answering incoming phone lines\_Radiology; transfer when needed
- Registering, reviewing patient encounter in Cerner and screening patients for procedures using LWHA hospital identification requirements Maintain adequate records of files of work performed
- Clearly articulate orders from physicians and reporting procedures
- Pocket health submissions
- Retrieving and receiving information for and from other centres
- Ensuring that Release of Information forms are properly documented and taken to Medical Records for filing
- Receiving fax requisitions, reviewing to ensure completeness, filing requisitions and maintaining the files appropriately.
- Communication with the inpatient and emergency departments regarding appointments, transportation and preparations.

**HOURS OF WORK:** Monday to Friday 0745-1545. Hours subject to change. Ability to work all shifts, weekends and holidays.

*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@lwaha.ca](mailto:careers@lwaha.ca)

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

Date Posted: July 9, 2024

Posting Deadline: Upon successful recruitment