



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

PLEASE REFERENCE POSITION POSTING NUMBER WITH YOUR APPLICATION

Date Posted: July 9, 2024 @ 1:00 pm

Posting Deadline: July 16, 2024 @ 1:00pm

Copies to: CUPE Representative, Bulletin Board