



CASUAL NOTICE

ADMITTING/SWITCHBOARD CLERK

Flin Flon General Hospital, Flin Flon, MB

QUALIFICATIONS

- Grade 12 or equivalent
- Recognized Medical Terminology course
- Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Experience using the Admit/Discharge/Transfer (ADT)/Electronic Patient Record (EPR) registration system
- Recent clerical and/or customer service experience
- Recent switchboard experience an asset
- Accurate word processing at 35 words per minute (typing test will be required)
- Satisfactory employment record required
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80), if not on personnel file

For a full listing of qualifications please:

- Refer to the Job Description which is posted on the Intranet under Department/Human Resources/Job Description, then select the applicable department; or,
- Contact Human Resources to request a copy.

***If interested, please provide Tammy Hedman, Human Resources Assistant
With a resume for consideration either in person or apply online at
www.northernhealthregion.ca using Google Chrome***