



**HANOVER AND DISTRICT HOSPITAL
Part-Time Health Records File Clerk
Posting # 002-093**

QUALIFICATIONS:

- Graduate from an Office Administrative Program Preferred
- Ontario Secondary School Diploma
- Excellent computer skills
- Attention to detail, organized and keeping quality at the forefront
- Experience in Registration and Scheduling (Cerner applications an asset)
- Knowledge of medical terminology an asset
- Knowledge of scanning an asset
- Ability to work independently and provide flexibility is required
- Previous switchboard experience preferred
- Strict adherence to privacy and confidentiality
- Minimum one (1) year administrative experience in a hospital preferred
- Ability to provide exceptional customer service and deal effectively and cooperatively with all levels of staff, patients, physicians and public; ability to deal with difficult calls in a calm and professional manner

Interested applicants should apply by **July 6, 2018** to:

Human Resources
Hanover and District Hospital
90-7th Avenue
Hanover, ON N4N 1N1
Fax: 519-364-3984
Email: hr@hdhospital.ca

Please include the posting number with application.

“Please note only those selected for an interview will be contacted.”

The Hanover and District Hospital is committed to being an equal opportunity employer. Please advise Human Resources if you require accommodation during the recruitment process