

Casual Health Records File Clerk

About Us

Hanover & District Hospital (HDH) works with its partners to provide a full range of primary acute care hospital services and selected secondary services to meet the needs of the population of Hanover and the surrounding rural townships. HDH provides the people we service access to the care they need through 24/7 Emergency Department, Acute Care Unit (inclusive of medical/surgical beds and multipurpose ICU beds), Physiotherapy Program, Surgical Services Department, Family Centered Birthing Unit, Hemodialysis Unit, Palliative Care Services and Ambulatory Clinics.

HDH has proudly achieved "Accreditation with Exemplary Standing" for the third time through Accreditation Canada. This speaks to the entire organization and the way our staff in all departments work as one team.

We are strongly committed to creating and maintaining a workplace of choice where employees are recognized and valued. We invest in our employees, ensuring that our staff have the required support, training and resources to provide exceptional care. HDH strives to provide work-life balance and promotes a positive work culture. Joining HDH now is a chance to immerse yourself in a culturally collaborative, compassionate and innovative workplace. You will play a key role being part of healthcare team that addresses the needs of our community. You will broaden your expertise, increase your knowledge and have endless opportunities for growth.

If you want a patient-centered focus and think this is the workplace for you, we are looking for a Casual Health Records File Clerk for our Health Records Department.

HOURS – Currently Days, 8 hour shifts (Subject to change in accordance to operational needs).

Wage Range - \$23.98 - \$24.68

WHERE WE ARE LOCATED

Two hours north of Toronto, Grey County offers beauty you can't get in the city along with a lifestyle that is more relaxed and family oriented. Close to the shores of Lake Huron and Georgian Bay...Paradise.

YOU HAVE

- 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 working with Cerner preferred
- Knowledge of medical terminology an asset
- Knowledge of scanning an asset
- Ability to work independently and provide flexibility is required
- 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

At Hanover & District Hospital, we believe that our success is driven by the diverse backgrounds, perspectives and experiences of our team members. We are committed to fostering an inclusive, equitable and accessible workplace that respects and celebrates the cultures and traditions of Indigenous Peoples, where everyone feels valued and empowered to contribute their best. HDH is committed to being an equal opportunity employer. We welcome and encourage applications from Indigenous Peoples (First Nations, Métis, and Inuit) and individuals of all backgrounds, including those with disabilities.

We are committed to accommodating applicants throughout the hiring process. If you require an accommodation at any stage of the recruitment process, please notify Human Resources.

While we thank all applicants, only those selected for an interview will be contacted. Any information obtained while recruitment will be used for employment recruitment only and no other purpose.

Interested applicants should apply

To: Human Resources Hanover and District Hospital 90-7th Avenue Hanover, ON N4N 1N1

Email: hr@hdhospital.ca