



# PERMANENT PART-TIME ADMITTING/RECORDS CLERK (BILINGUAL - ENGLISH/FRENCH)

MANITOUWADGE COMMUNITY HEALTH CARE CENTRE

Manitouwadge General Hospital is currently accepting applications for a *Bilingual (English/French) Permanent Part-Time Admitting / Records Clerk position.*

## QUALIFICATIONS

Preference will be given to the candidate with the following qualifications:

- Office Administration/Medical Office Assistant Diploma and/or two years of work-related experience
- Knowledge of security & privacy practices for handling and storage of confidential patient documents
- Knowledge of medical terminology
- Knowledge of patient chart locating, charging and retrieving of files
- Knowledge of basic accounting
- Ability to analyze information and problems and develop recommendations and/or solutions
- Ability to prioritize and maintain confidential information
- Advanced computer skills in Microsoft Applications (Word, Excel, Access and Outlook)
- Individual must be self-motivated, possess excellent communication, organizational, interpersonal and problem solving skills.

## DEADLINE

Applications must be received no later than **4:00 p.m., Friday, April 1, 2016.**

## APPLY TO

Mélanie Richer, Human Resources  
1 Health Care Crescent, Manitouwadge, ON P0T 2C0  
Tel: (807) 826-3251 ext. 228 Email : [mricher@mh.on.ca](mailto:mricher@mh.on.ca)

We thank all applicants for their interest. However, only those candidates qualifying for an interview will be contacted.

*Manitouwadge Community Health Care Centre is an equal opportunity employer.*