

**POSTING DATE:** January 11, 2021  
**EXPIRY DATE:** January 18, 2021

**POSTING #** 021-21 (CUPE Clerical)

HURON PERTH HEALTHCARE ALLIANCE  
NOTICE OF VACANCY

**POSITION:** **MEDICAL TRANSCRIPTIONIST I, Laboratory**  
**Primary Site: Stratford**  
Regular Part-time

**POSITION SUMMARY:** *Performs clerical functions in the Department of Laboratories; transcribes and types all surgical Pathology, blood films, bone marrows and carries out various and related clerical office duties*

**REPORTS TO:** *Manager, HPHA Laboratory Services and IHLP*

**DATE REQUIRED:** *As soon as possible*

**SALARY:** *\$23.87 to \$25.33 per hour*

**QUALIFICATIONS:**

Education:

- One year Medical Office Administration certificate

Experience:

- Related work experience including speech recognition/editing in a similar position preferred

Abilities:

- Accuracy and attention to detail
- Able to edit/transcribe 130 minutes of dictation per day
- Excellent medical terminology and pharmaceutical terms
- Excellent interpersonal and communication skills
- Understands customer service and their needs
- Ability to work well with other members of the healthcare team, external agencies and the public.
- Organized and self-directed
- Team player
- Ability to multi-task
- Ability to work independently and is self-directed
- Maintains confidentiality and ensures privacy

**Please be advised that we are no longer accepting emailed or paper-based resumes. Please submit a complete resume by visiting our job opportunities page on our website:**

[www.hpha.ca](http://www.hpha.ca)

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