

POSTING DATE: June 12, 2020
EXPIRY DATE: June 17, 2020

POSTING # 195-20 (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: *\$23.48 to \$24.92 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

Huron Perth Healthcare Alliance is an equal opportunity employer that strives to create a respectful, accessible and inclusive work environment. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact Human Resources for assistance.