



Notice of Interest

Lennox and Addington County General Hospital Applications Support Position Assignment: Casual Relief

Area of Assignment: Information Services

Basic Functions:

As a member of the information services team, the incumbent is responsible for the quality and flow of medical information through accurate maintenance and monitoring of clinical and patient information. Also, help maintaining and support the patient's technology.

Qualifications:

Education:

- Secondary School Graduation Diploma;
- Graduate of Office Administration Diploma – Medical specialty preferred and legal specialty an asset;
- ITIL, CompTIA or other service management certifications requirement;
- LEAN certification is an asset;
- Medical Terminology Course required.

Experience:

- Recent or related experience with the following preferred;
 - Scanning system
 - Voice recognition software
 - Electronic documentation in an electronic record
 - Utilization of a project management tool
 - Interface monitoring and support HL7, DICOM, XML, API's etc.
 - Client support services
 - Virtual care
 - Patient engagement and support
 - Registration services

Required Skills:

- Demonstrated Aptitude for accuracy and attention to detail;
- Excellent interpersonal skills with demonstrated ability to communicate effectively, courteously and tactfully;
- Must have previous proven good performance and attendance record;
- Demonstrated ability to work with a minimum of supervision, is self-motivated, adaptable and resourceful;
- Demonstrated ability to work in a team environment;
- Demonstrated ability to organize work assignments, deal with frequent interruptions, meet deadlines and work independently;
- Demonstrated advanced working knowledge and proficiency with a variety of computer;
- Software programs, (Word, Excel, Dragons Medical, HydeMedia, Meditech (Clinical and ADT), Netdelivery, Aetonix, Mirth, Kiosk Registration, Patient Portal);

Demonstrated ability to ensure privacy and confidentiality;

Physical Requirements:

The applicant must be able to meet the physical demands of this position.

Notice of Interest

If you are interested in this opportunity, please respond to Human Resources at hr@lacgh.napanee.on.ca.