



UNION JOB DESCRIPTION

JD2902

JOB TITLE:	Booking Clerk - Respiratory Therapy	JOB DESCRIPTION NO.:	F.CI.10015R.001
CLASSIFICATION:	Clerk IV (A), Admitting (Out-Patient Booking) ; Clerk IV (Statistics); Clerk, General	GRID/PAY LEVEL:	F 17
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10015; 10208; 10308
UNION:	HEU	JOB/CLASS CODE:	10015R
PROGRAM/DEPARTMENT:	Respiratory Therapy	BENCHMARKS (If Applicable):	10015; 10208; 10308
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Nanaimo Regional General Hospital; Royal Jubilee Hospital; Victoria General Hospital; North Island Hospital, Campbell River and District; North Island Hospital, Comox Valley Campus		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

The Booking Clerk, Respiratory Therapy Services utilizes a variety of computerized applications to book and schedule appointments, procedures and exams, compiles statistics, retrieves and files diagnostic results, and performs a variety of clerical duties including month end billing.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Schedules and books a variety of in/outpatient tests. Determines appointment priority by reviewing and evaluating patient information such as patient history, test results and pertinent reports. Reschedules, confirms and makes follow-up appointments.
2. Prepares a variety of statistical reports for the department by researching, compiling, auditing, analyzing diagnostic procedure information. Summarizes statistical information and prepares related reports, charts, graphs and tables for the Manager and the Site Supervisors as assigned.
3. Acts as receptionist, receives and directs patients, responds to telephone inquiries, takes and relays messages to staff and physicians, and confirms staff and patient appointments.
4. Inputs data such as patient information, billing details, and test results into the appropriate system. Produces and distributes reports from these systems.
5. Performs a variety of clerical duties such as photocopying; typing test reports and program correspondence; sending and receiving facsimile correspondence; opening, sorting, date stamping, distributing, and sending mail and photocopied material.
6. Sets up and maintains both computerized and hard copy office files such as patient records, departmental files, and manuals.
7. Maintains and orders office and departmental supplies.
8. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12 and two year's recent respiratory related experience or an equivalent combination of education, training, and experience.

Skills And Abilities

- Ability to keyboard at 45 wpm.
- Knowledge of respiratory specific medical terminology.
- Ability to prioritize appointments based on client needs.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.