



UNION JOB DESCRIPTION

JD3018

JOB TITLE:	Booking Clerk - Medical Imaging	JOB DESCRIPTION NO.:	F.Cl.10015M.001/F.NI.10015M.001
CLASSIFICATION:	Clerk IV (A), Admitting (Out-Patient Booking) ; Clerk III, Receptionist	GRID/PAY LEVEL:	F 17
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10015; 10304
UNION:	HEU	JOB/CLASS CODE:	10015M
PROGRAM/DEPARTMENT:	Medical Imaging	BENCHMARKS (If Applicable):	10015; 10304
REPORTING TO:	Manager or designate		
FACILITY/SITE:	VIHA-CI: West Coast General Hospital; Nanaimo Regional District Hospital; Oceanside Health Centre; Cowichan District Hospital; Ladysmith Community Health Centre; VIHA-NI: North Island Hospital (Campbell River & District; Comox Valley Campus);		

JOB SUMMARY:

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

The Booking Clerk, Medical Imaging utilizes a variety of computerized applications to book and schedule medical imaging appointments, procedures and exams, compiles statistics, retrieves and files images, and performs a variety of clerical duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Books and schedules medical imaging procedures and exams, such as ultrasound scans, CT scans, mammograms and special x-rays. Determines appointment priority by reviewing and evaluating patient information such as patient history, test results and pertinent reports.
2. Completes standard forms, including consent and requisition forms, by reviewing and checking and obtaining necessary information required from appropriate parties.
3. Contacts appropriate parties, such as doctor's office, patient, nursing units, or other facilities to confirm appointments and provide instructions for preparations for medical imaging procedures and exams, request records, and telephoning or transmitting results as required.
4. Prepares, maintains and distributes schedules for medical imaging procedure areas and equipment, including assessing and prioritizing requisitions, in accordance with established procedures.
5. Documents, retrieves, obtains and files images, charts, records, and reports as required.
6. Performs a variety of clerical duties, as required, such as:
 - answering the telephone;

- opening and distributing mail;
- typing and distributing technical and non-technical correspondence, documents and reports from written drafts, revisions or dictating machines;
- using a variety of software programs to create various forms, spread sheets and documents
- setting up and maintaining files and filing systems, including correspondence, personnel records, equipment and supply records;
- arranging shipment of various items, such as returning failed equipment;
- maintaining office supplies.

7. Ensures a safe and healthy working environment by removing obvious hazards; reporting faulty equipment, accidents, injuries and near misses; and adhering to rules regarding safety.

8. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

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

Skills And Abilities

- Ability to keyboard at 45 w.p.m.
- Knowledge of medical terminology
- 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 supervise.
- Ability to organize work.
- Ability to operate related equipment.