



Provincial Job Description

TITLE:
(318) Data Entry Clerk

PAY BAND:
7

FOR FACILITY USE:

SUMMARY OF DUTIES:

Primarily provides data entry services with some general office duties.

QUALIFICATIONS:

- ◆ Office Education certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced data entry skills
- ◆ Intermediate keyboarding skills
- ◆ Intermediate computer skills
- ◆ Basic medical terminology
- ◆ Interpersonal, organizational and communication skills

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Data Entry

- ◆ **Processes forms (e.g., laboratory test requests and Operating Room [OR] booking forms).**
- ◆ **Enters data (e.g., patient information, postoperative data and laboratory requests).**
- ◆ **Codes information (e.g., OR booking forms according to operative procedure).**
- ◆ **Prints labels.**
- ◆ **Labels slides and specimens.**
- ◆ **Prepares and packages specimens for transport back to the requesting site when corrections are required.**

B. General Office Duties

- ◆ **Prints, sorts, files and facilitates delivery of reports.**
- ◆ **Audits reports for errors.**
- ◆ **Performs various clerical duties (e.g., word processing, faxing, photocopying, filing, processing mail, ordering supplies, shredding).**
- ◆ **Verifies data (e.g., OR consent forms).**

C. Reception

- ◆ **Answers phone, schedules tests/procedures and phones patients.**
- ◆ **Releases verbal results to physicians/clinics/wards.**
- ◆ **Faxes results of tests to wards/physician offices.**
- ◆ **Maintains change rooms, where required by the job.**
- ◆ **Advises patients in the methods of obtaining specimens, where required by the job.**
- ◆ **Porters specimens/patients, where required by the job.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: Feb 16-12