



Provincial Job Description

TITLE:
(318) Data Entry Clerk

PAY BAND:
8

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides data entry services and general office duties.

QUALIFICATIONS:

- ◆ **Medical Administrative Assistant diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Advanced data entry skills**
- ◆ **Intermediate keyboarding skills**
- ◆ **Intermediate computer skills**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Data Entry

- ◆ Performs data entry (e.g., work orders, laboratory requests, OR booking forms, patient information, postoperative data).
- ◆ Codes information.

B. General Office Duties

- ◆ Prints, sorts, files and facilitates delivery of reports.
- ◆ Audits data and reports.
- ◆ Performs various clerical duties (e.g., word processing, spreadsheets, faxing, photocopying, scanning, filing, processing mail, ordering supplies, shredding).
- ◆ Maintains office equipment.
- ◆ Prints labels.
- ◆ Labels slides and specimens.
- ◆ Prepares and packages specimens for transport back to the requesting site when corrections are required.

C. Reception

- ◆ Answers phone, schedules tests/procedures and phones patients.
- ◆ Provides assistance to staff and vendors.
- ◆ Provides test results to physicians/clinics/wards.
- ◆ Maintains change rooms.
- ◆ Advises patients in the methods of obtaining specimens.
- ◆ Porters specimens/patients.

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:

May 16, 2024