

Provincial Job Description

TITLE: (318) Data Entry Clerk

PAY BAND:

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FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides data entry services and general office duties.

QUALIFICATIONS:

♦ Medical Office Administration 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.

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Validating Signatures:		
CUPE:	SEIU:	
SGEU:	SAHO:	
Date: May 16, 2024 * Updated October 22, 2025		

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