



**Personnel Posting #79-25**

**PERMANENT FULL-TIME ADMITTING/RECORDS CLERK  
Internal/External Posting**

Santé Manitouwadge Health is currently accepting applications for a ***PERMANENT Full-Time Admitting/Records Clerk position.***

**Qualifications:** Preference will be given to the candidate with the following qualifications:

- Fluency in French
- Office Administration/Medical Office Assistant Diploma and/or two years of work-related experience
- Experience with Meditech (Registration), PS Suites (Scheduling) and ORMED (receipting)
- Knowledge of security & privacy practices for handling and storage of confidential patient information
- Knowledge of medical terminology
- Knowledge of patient chart locating, charging, and retrieving of files
- Ability to analyze information and problems and develop recommendations and/or solutions.
- Advanced computer skills in Microsoft Applications (Word, Excel, Access, and Outlook)
- Individual must be self-motivated, possess excellent communication, organizational, interpersonal, and problem-solving skills.

**Deadline:** Applications must be received no later than **4:00 p.m., Monday December 8, 2025**

**Apply to:** Julie MacIntyre, Executive Assistant | [applications@mh.on.ca](mailto:applications@mh.on.ca)  
1 Health Care Crescent, Manitouwadge, ON P0T 2C0  
807-826-3251 x 228

(Note: Please quote the personnel posting number “PP 79-25” in your application. If you have not received an acknowledgment receipt of your application within a day or two from sending your résumé, please call to confirm receipt.)

*Santé Manitouwadge Health is an equal opportunity employer.*

Posted: 01 December 2025