

**HARBOR REGIONAL HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER**

**W-2M**

**Posting Date:** 05/09/24

**EMPLOYMENT OPENING**

**Department:** MEDICAL/PEDIATRIC UNITS  
**Position Opening:** Ward Clerk

**Salary Range:** \$17.78 - \$28.92 per hour based upon union contract

*The benefit package available to employees, based on FTE status include: Competitive compensation; Health insurance; Prescription coverage; Dental; Vision; FSA health care and day care; Life & AD&D insurance; Short-Term & Long-Term disability; Employer 403b Retirement match; EAP-Employee Assistance Program; Tuition reimbursement*

**Position Summary:** Responsible for transcribing physician's orders; answering the telephone, communication with patients, visitors, physicians and nursing staff. Uses Meditech computer system.

**Job Requirements:** Basic medical terminology course completed; previous experience as a Ward Clerk preferred; computer skills preferred.

**Time Schedule:** Full Time: XX 0.9 FTE 6:45am-7:15pm  
Part Time: \_\_\_\_\_  
Per Diem: \_\_\_\_\_  
Temporary: \_\_\_\_\_

**Remarks:** \_\_\_\_\_

**APPLY NOW**

Or

*Office is open to accept applications Monday through Friday 8:00am-4:30pm*