

Mercy University Hospital, Cork is a Catholic Voluntary Hospital founded in 1857 by the Sisters of Mercy. It is a centre of National and International excellence, renowned for its research and tertiary services and is a teaching hospital of University College Cork. The Mercy University Hospital provides specialist in-patient, day-patient out-patient services and accident and 24/7 emergency services in the centre of Cork City.

We are currently looking for candidates to fill the following position(s);



Permanent Grade 3 Mercy Urgent Care Centre

(Under the Governance of Mercy University Hospital Cork CLG.)

The Grade 3 Clerical Officer is an essential member of the Mercy Urgent Care Centre Team. She/He will report into the E.D. Supervisor and Liaise with the CNM3 in the Unit. They are the first point of contact for the Department. This is a role involving a three week rota between 8.00am and 8.00pm.

Responsibilities - *The post holder will be responsible for;*

- Ensure Patients are registered in a timely manner and that all of their details are correct and up to date.
- Achieve and maintain standards as directed by the CNM3 in the MUCC
- Ensure follow up appointments are appropriately logged onto iPMS
- Proactively manage the communication process between staff and stakeholders
- Deal with billing queries externally and internally
- Healthcare record management

Eligibility Criteria

- Formal Secretarial Training
- Information technology skills essential
- Must possess excellent communication and time management skills
- Excellent organisational skills essential
- IPMS essential

Closing date for receipt of applications is 1pm Friday 29th December 2017

1. Email

E-mail a letter of application together with your CV and names and numbers of 3 referees to:

recruitment@muh.ie

2. Post

Send 3 hard copies of your CV together with a letter of application and names and numbers of 3 referees to:
Human Resources, Mercy University Hospital,
Grenville Place, Cork, Ireland

recruitment@muh.ie

Terms and conditions of employment are in accordance with the Department of Health and Children regulations. Mercy University Hospital is an equal opportunities employer. Canvassing will disqualify.