

Clerical Appreciation Day

NOVEMBER 18, 2009

Administrative Assistant

Administrative Secretary

Housekeeping Clerk

Laboratory Clerk

Coding Clerk

Messenger Clerk

Business Office Clerk

Food Services Clerk

Information Clerk

Medical Records Clerk

Receptionist

Stenographer

Timekeeping Clerk

Accounts Receivable Clerk

Accounts Payable Clerk

Accounting Clerk

Admitting Clerk

Cashier

Invoice Clerk

Payroll Clerk

Postal Clerk

Bed Booking Clerk

Head Cashier

Staffing Clerk

Staff Scheduler

Outpatient Supervisor

OR Booking Clerk

Purchasing Clerk

Sponsorship Clerk

Statistics Clerk

Clerical Supervisor

Autopsy Arrangements Clerk

Patient Billing Clerk

Patient Relations Clerk

Computer Operator

Data Entry Clerk

Keypunch Operator

Data Processing Supervisor

Inventory Analyst

Fire and Safety Officer

Lead Data Entry Clerk

Lead Keypunch Operator

Medical Stenographer

Medical Stenographer Supervisor

Nursing Unit Assistant

Nursing Secretary

Staffing Coordinator

Payroll Supervisor

Personnel Secretary

Printer

Switchboard Operator

Switchboard Supervisor

Admitting Supervisor

Bed Booking Supervisor

OR Booking Supervisor

Clerk I

Clerk II

Clerk III

Clerk IV

Clerk V

Clerk VI

CLERICAL TEAM:

More than meets the eye

Imagine...

the confusion at a bank with no tellers on shift.

Imagine...

the pandemonium at an airport with no air traffic controllers in place.

Imagine...

the mayhem at a grocery store with no check-out clerks on duty.

That's how chaotic health care would be without Clerical Workers.

DID YOU KNOW THAT:

- HEU has nearly 10,000 clerical workers, representing about 85 different jobs, across the province?
- The clerical team makes up 20 per cent of HEU's membership?
- About six per cent of HEU's clerical team are men?
- Medical transcriptionists need to apply 660,000 medical and surgical terms?
- Nursing unit assistants make critical decisions every day?
- Many CT, ultrasound and nuclear medicine booking clerks have to know more than 320,000 pharmaceutical terms?
- Staffing clerks need to understand and apply multiple collective agreements?
- Finance and timekeeping clerks ensure regular paycheques and continuity of benefits for thousands of employees?

Tell us something interesting about your job.

Write to clericalworkers@heu.org



www.heu.org



HEU'S CLERICAL TEAM:
a hidden workforce that's
vital to patient care!