



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

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MEDICAL SECRETARY (II)

Job ID	26420-2269	
Web Address	https://careers.indigenous.link/viewjob?jobname=26420-2269	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-05-17	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

JD/TJD # JD00009

Pay Grade: 5

Title: Medical Secretary (II)

Unit/Project Description: A medical secretary is required full-time for two physicians in a hospital setting.

Job Summary: The Medical Secretary (II) is responsible for establishing priorities for office operations and performing a variety of secretarial and administrative duties within a clinical or medical practice setting.

Purpose and Key Functions:

- Prepare, coordinate, and monitor physician on-call schedules, procedure schedules, clinics, and medical staff rounds.
- Write a variety of documents including correspondence and reports.
- Schedule patient medical appointments and procedures.
- Coordinate calendars, arrange meetings, book rooms and make travel arrangements.
- Resolve scheduling and calendar issues, complaints, and conflicts.
- Use a dictaphone to transcribe a variety of documents and reports including minutes, patient files, medical reports, and manuscripts.
- Write a variety of formal notes and records such as meeting minutes.
- Monitor budgets and reconcile accounts. Complete financial forms including travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Process and reconcile clinical and third party service billings.
- Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Interact with patients and their family members who may be experiencing emotional or difficult situations.
- Ensure patients understand all instructions given to them for tests and medical procedures.
- Gather and compile information required for a variety of grant submissions and reports.
- Facilitate the collection of signatures required on grant applications and agreements.
- Conduct database, literature and web searches to locate and retrieve documents and articles.
- Prepare and book exam rooms ensure all materials are stocked, stored, and organized accordingly.
- Set up and maintain filing systems, both electronic and hard copy.
- Update and maintain information in a variety of databases.
- Update and maintain confidential files and records. Handle sensitive material in accordance with established policies and procedures.
- File, retrieve, and purge files.
- Monitor and order office supplies.
- Attend a variety of meetings.
- Assemble, collate, and disseminate mailings.
- Open and distribute incoming mail and faxes, and arrange courier shipments.
- Remain current with relevant medical terminology.

Supervision: Ensure adherence to quality standards and procedures for short-term staff and volunteers. Provide orientation and show procedures to others.

- 2 year Community College diploma in Medical Office Administration or related field.
- Requires 3 years of relevant experience.
- Proficiency in Microsoft Office, Meditech and CWS is a requirement for this position.
- Experience with RMA billings is an asset.
- Experience in a hospital setting is an asset.

For more information, visit McMaster University for MEDICAL SECRETARY (II)