



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.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

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MEDICAL SECRETARY (I)

Job ID	28897-1337	
Web Address	https://careers.indigenous.link/viewjob?jobname=28897-1337	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-09-19	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

JD/TJD # JD00551

Pay Grade: 4

Title:

Unit/Project Description: For Department use only. McMaster Family Practice is a clinical teaching unit located at 100 Main Street West in the David Braley Health Sciences Centre. It is affiliated with Hamilton Health Sciences and McMaster University. Over 90 multidisciplinary clinicians provide a full range of direct primary health care to approximately 16,000 patients, as well as to provide training to new family doctors and other health professionals. As a member of the healthcare team, this position provides clinical, clerical, and, administrative support in a busy family practice office. This position will enhance the patient visit by supporting a large number of busy health care providers.

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

Purpose and Key Functions:

- 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.
- Assemble, collate, and disseminate mailings.
- Open and distribute incoming mail and faxes, and arrange courier shipments.

Requirements: 2 year Community College diploma in Medical Office Administration or related field. Requires 2 years of relevant experience.

Other responsibilities include:

- use of OSCAR software
- management of clinical supplies and equipment
- triaging calls
- scanning medical documents
- processing uninsured monies

The successful candidate must have:

- a minimum of two years' experience in a medical clinic, preferably family medicine
- Medical Terminology Certificate 1 and 2 or demonstrated knowledge or equivalent, which may be subject to testing
- demonstrated customer service expertise
- demonstrated knowledge of clinical instruments, equipment, and supplies particular to family medicine
- knowledge and skill in using computers with keyboarding at 50 wpm
- previous experience in phone triage and booking for multiple caregivers
- demonstrated effective communication, organizational, and interpersonal skills with patients and within an interdisciplinary team environment
- ability to lift and maneuver supplies up to 25 pounds

- ability to appreciate the confidential nature of the position.

Flexibility in schedule is required as there may be occasional early morning, evening, or weekend shifts.

For more information, visit [McMaster University for MEDICAL SECRETARY \(I\)](#)