



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.Links 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:

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Job Board Posting



Careers.Indigenous.Link

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MEDICAL SECRETARY (II) (REPOST)

Job ID	58865-3083	
Web Address	https://careers.indigenous.link/viewjob?jobname=58865-3083	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2023-11-02	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

About the Faculty: McMaster University's Faculty of Health Sciences trains physicians, nurses, physiotherapists, occupational therapists, health care researchers, physician assistants and midwives to work together in teams, providing the finest patient care. Our pioneering education advances and our excellence in world-class research has consistently placed McMaster among the top 50 universities in the world for health and medicine.

About the Department: The Department of Obstetrics and Gynecology is a large multi-site department with over 100 Geographic full-time, part-time clinical and adjunct faculty located at two fully-affiliated teaching hospitals, community teaching hospitals and other distributed education sites. We are committed to providing excellent educational programs, leading edge basic science and health-care research and the highest quality in patient care. Our mission is education, research and effective care for women. We believe operating in a service-oriented and support model.

About the Role: The Medical Secretary II position will be a continuing role, working out of the McMaster University Medical Centre 2F Clinic. The successful candidate will support two physicians within the Department of Obstetrics and Gynecology, Dr. Ola Malabarey and Dr. Stacey Rogers. This is a busy and growing clinical practice with an active research program. You will be responsible for all clinic, administrative and academic work which includes preparing clinical billings (OHIP), keeping schedules, reception duties, coordinating and booking clinics and ORs, scheduling appointments, medical transcription, maintaining an efficient filing system, organizing meetings, reports, drafting correspondence, communicating with patients, physicians, and staff. Service excellence is a priority in this position. The successful incumbent will be a team player and possess strong interpersonal and organization skills, and be able to multi-task and prioritize competing demands in a fast-paced environment. The candidate must also be able to communicate effectively with patients, residents and physicians. Knowledge of the university/academic environment is requisite to successfully fulfilling the duties of this position.

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, reports and meeting minutes. Schedule patient medical appointments and procedures. Coordinate calendars, arrange meetings and book rooms. 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. If applicable, 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. When required, 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 meetings and take minutes as required. Assemble, collate, and disseminate mailings. Open and distribute incoming mail and faxes, and arrange courier shipments. Remain

current with relevant medical terminology.

Requirements: 2 year Community College diploma in Medical Office Administration or related field. 3 years of relevant experience

Assets: The successful candidate will encompass the following assets: Strong knowledge of Medical Terminology is required. Exceptional ability to organize in time a series of actions or events in order to achieve an objective or a project. Team player with strong interpersonal & organizational skills with a high ability to multi-task and prioritize competing demands. Experience and training with OHIP & RMA billings and expense reports. Discretion, good judgment, attention to detail, personal motivation, and the demonstrated ability to work independently and as a team with minimal supervision in a fast paced and deadline-oriented environment. Excellent oral and written communication skills with a strong customer service focus and proven relationship management skills. Ability to maintain composure under pressure. Problem solving abilities, and the ability to manage competing deadlines effectively and efficiently are required. Minimum 4 years of administrative/medical secretary experience in a senior medical secretarial role. Detailed knowledge of Obstetrics and Gynecology/McMaster University policies, procedures, and regulations in relation to postgraduate education and faculty would be an asset. Flexibility in schedule is necessary, as some evenings, weekends and early mornings are required. Experience in working in a clinical academic department with demonstrated skills working with various software applications including Word, Excel, MOSAIC, MedSIS, EPIC, Office 365 or similar programs are necessary for this position.

Additional Information: The successful candidate will be working within a fast-paced, multi-tasking, busy office environment. The ability to make quick decisions, exercise tact, diplomacy and exceptional judgement skills are a necessity for success in this role. Please note that we will only communicate with candidates who are chosen for a preselection test or for an interview. We will ONLY be considering applications who upload their Cover Letter and Resume through the McMaster Careers website. Additional supporting documentation is welcomed. Please note this is the only channel we will be accepting applications through; your application will not be considered if you apply through external job boards.

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