



# 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)

<b>Job ID</b>	<b>33202-9638</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=33202-9638">https://careers.indigenous.link/viewjob?jobname=33202-9638</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2020-07-14	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement. JD/TJD # JD00009

Pay Grade: 5

Title: Medical Secretary (II)

Unit/Project Description: For Department use only. A Medical Secretary is required to provide secretarial and administrative support to the division of Pediatric Endocrinology and the Children's Exercise and Nutrition program. The successful incumbent will coordinate and administer general office, accounting and program procedures within a fast-paced, academic medical setting, supporting multiple faculty members. The division currently includes 6 GFT faculty, associate physicians, 3 support staff, fellows, residents, students and research staff, along with and accredited (Royal College) subspecialty training program. The division is dedicated to delivering excellent clinical care and participating in education and research efforts for babies, children and adolescents with a wide variety of hormonal disturbances and are divided broadly into general endocrinology and diabetes as well as the assessment and care of children and adolescents with genetic disorders of cholesterol and lipid metabolism and; the assessment and care of children and adolescents with overweight or obesity and the Child health & Exercise program. In this role, you will support the both clinical and academic activities, including liaising daily with patients/parents, the clinic and multi-disciplinary teams, along with various learners and research staff. You will provide direct support to multiple, clinical faculty, including call schedule support, meetings - minutes, RMA/OHIP billing; research activities such as grant and REB applications, and any financial aspects including processing expenses via MOSAIC and account reconciliation. To be successful in this position, you must have strong organizational and interpersonal skills and the relevant experience supporting academic physicians, having experience with STAR CV/ MACFACTS, Common CV, MOSAIC; working with all levels of learners; extensive experience managing the calendars for multiple clinical faculty members, and with the McMaster Children's Hospital Ambulatory clinic teams.

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, 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.
- 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 meetings and take minutes.
- Assemble, collate, and disseminate mailings.
- Open and distribute incoming mail and faxes, and arrange courier shipments.
- Remain current with relevant medical terminology.

Supervision:

Requirements:

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

Assets:For Department use only.

- Attendance at the occasional before and after hours meetings may be a requirement of this position.
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Additional Information: Knowledge and Experience with• Knowledge of Pediatric Endocrinology, Diabetes, and Children's Exercise and Nutrition, including overweight and obesity health issues would be an asset

- Experience with the financial processes both with McMaster and with HHS,; including opening and closing research accounts
- Experience with grant application and manuscript processes; management of references
- Knowledge of the REB process
- Experience with Call/Learners Schedules and HOCC
- Experience with OHIP Billing and RMA WebStar
- computer software programs - Experience with Microsoft Office Suite, particularly Outlook, WORD and Excel, Powerpoint; MOSAIC; is expected.
- MACFACTS, Common CV/ STAR Hours
- HHS hospital EMR systems & Patient Link (EPIC), Meditech, Sovera
- Knowledge and understanding of the processes of the McMaster Children's Hospital, Hamilton Health Sciences
- Minute taking
- Must have excellent oral and written communication skills.
- Problem solving abilities, and the ability to manage competing deadlines effectively and efficiently are required.
- knowledge/experience with learners and the Post-graduate/undergraduate Medical Education program, PARO and the RCPSC accreditation process, MEDSIS; scheduling of learners
- medical terminology
- The necessity to triage telephone calls and prioritize competing demands including patient care and administrative responsibilities, make the need for initiative and problem solving essential. The responsible individual must also establish their own priorities to ensure that all deadlines are met and that the workload for the multiple faculty members' flows efficiently. The successful incumbent will be a team player. The ability to maintain strict confidentiality is essential.

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