



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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ADMINISTRATIVE COORD (MEDICAL)

Job ID	36673-5045	
Web Address	https://careers.indigenous.link/viewjob?jobname=36673-5045	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2021-02-19	To: 2050-01-01
Job	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 # JD00683

Pay Grade: 6

Title: Administrative Coordinator (Medical)

Unit/Project Description: This position provides support to the division of Pediatric Critical Care in the Department of Pediatrics. This is a fast paced academic medical setting. The division currently includes 6 GFT faculty, and 3 support staff. This subspecialty is dedicated to delivering excellent clinical care and participating in education and research efforts to the critically ill pediatric population. In this role, you will support the administrative activities of multiple, academic physicians. This includes calendaring, liaising with the allied health care team members; research staff as well as various learners. You will provide support to the Division Head and as lead hand will manage the workflow of the division. To be successful in this position, you must have strong organizational skills and the relevant experience supporting academic physicians, having experience with MACFACTS, COMMON CV, experience supporting various aspects of research administrative activities, from the start of the process, to the finish, including, grant applications, managing the REB process, opening, maintaining and closing research accounts with both the University and the Hospital. This also includes all financial aspects such as utilizing Finance 2 Go, MacBuy, expense payments, journal processing and invoicing, reconciling P-cards and MOSAIC accounts. You will have extensive experience managing the calendars for multiple clinical faculty members and will have knowledge and experience supporting OHIP billing.

Job Summary: Responsible for providing administrative support to an academic physician in a leadership position within a clinical, academic, and medical research environment which involves performing a full range of administrative duties and that requires a thorough understanding of University and hospital organization, functions, policies and procedures. Provides lead hand supervision to administrative staff within a division.

Purpose and Key Functions:

- Oversee established operational and administrative processes within the unit.
- Prepare, coordinate, and monitor physician on-call schedules, procedure schedules, clinics, and medical staff rounds.
- Schedule patient medical appointments and procedures.
- Interact with patients and their family members who may be experiencing emotional or difficult situations.
- Participate in the development and implementation of projects, work methods and procedures. Recommend procedural changes to improve unit efficiency, including recommendations on staff requirements.
- Follow up on and ensure appropriate implementation of decisions made by supervisor.
- Negotiate a variety of contracts with outside agencies for conferences, furniture, supplies, and equipment repairs.
- Plan, coordinate, and deliver orientation sessions and training sessions to residents.
- Plan and coordinate interview schedules involving individuals internal and external to the department.
- Gather and compile information required for a variety of grant submissions and reports.
- Gather, compile, and prepare information including, but not limited to, patient information, billing codes, and patient diagnosis for health insurance submissions.
- 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.
- Handle petty cash including the tracking and monitoring of related expenses and reimbursements.
- Compile and submit quarterly and monthly on-call and service payments for multiple physicians.
- Write a variety of documents such as correspondence and reports.
- Format, edit, and proofread a variety of documents and materials.
- Use a dictaphone to transcribe minutes and patient notes requiring knowledge of relevant medical terminology.
- 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.
- Liaise with numerous University departments, students, external stakeholders and visitors.
- Search databases for patient diagnostic reports for physician and patient chart information.
- Coordinate calendars, arrange meetings, book rooms and make travel arrangements.
- Organize conferences and events by ensuring that appropriate venues are booked, catering is provided, and notices and invitations are forwarded to participants.
- 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.
- Update and maintain information on websites
- 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: Provide lead hand supervision and is responsible for the quality and quantity of work of others.

Requirements: 2 year Community College diploma in Medical Office Administration or related field.Requires 4 years of relevant experience.

Assets:

- Attendance at the occasional before and after-hours meetings may be a requirement of this position.
- Robust self-care skills along with an ability to cope emotionally with encountering the themes of acute and chronically ill children and youth and in the intensive care environment

Additional Information: Knowledge and Experience with:

- Lead hand supervision experience
- Experience working in a child and youth acute and critical care medical environment
- computer software programs – Skilled with using Microsoft Office Suite, including Office 365 and Outlook, WORD, and Excel, PowerPoint; MOSAIC; is expected.
- MACFACTS, Common CV
- HHS hospital EMR systems – Meditech, Sovera
- Virtual meeting/appointment coordination, using OTN, ZOOM (including HealthCare) and Microsoft TEAMS
- Knowledge and understanding of the processes of the McMaster Children's Hospital, Hamilton Health Sciences
- Minute taking
- Experience with OHIP Billing and RMA WebStar
- Experience with the financial processes both with McMaster and with HHS
- Knowledge regarding opening and closing of research accounts
- Experience with grant application, REB and manuscript processes; management of references
- Experience with Call/Learners Schedules
- Medical terminology
- Must have excellent oral and written communication skills.
- Problem solving abilities, and the ability to manage competing deadlines effectively and efficiently are required.
- The need to triage telephone calls and prioritize competing demands makes initiative, mental flexibility, and problem-solving skills essential.
- The responsible individual must also establish their workflow priorities to ensure that all deadlines are met and that the workload for the multiple faculty members flows efficiently.

For more information, visit McMaster University for ADMINISTRATIVE COORD (MEDICAL)