South East Grey
Community Health Centre

Position: Medical Administration Scanner

Status: .2 FTE – 7.5 hours per week

Location: Markdale, Ontario

About the South East Grey Community Health Centre

South East Grey Community Health Centre (SEGCHC) is a primary care organization serving communities of Grey County through four clinic sites located in Dundalk (two locations), Markdale and Chatsworth. SEGCHC is committed to improving the health and well-being of individuals and communities through accessible, comprehensive primary care, health promotion, and community development. Our team works collaboratively to address the diverse needs of the communities we serve.

SEGCHC is seeking a detail-oriented and organized Medical Administrative Assistant to join our team in a dedicated scanning role as soon as possible one day per week. The primary responsibility of this position is to scan, upload, index, and organize medical documents into the electronic medical record (EMR) system, ensuring that patient records are accurate, complete, legible, and readily accessible to authorized healthcare staff.

This position is focused exclusively on scanning and document management. The successful candidate must demonstrate accuracy, efficiency, confidentiality, and the ability to work independently in a fast-paced medical office environment.

Key Responsibilities

- Prepare, sort, and organize medical documents for scanning.
- Scan incoming paper records, correspondence, reports, referral documents, and other medical information.
- Upload scanned documents into the appropriate electronic medical record (EMR) system.
- Correctly identify patients and match documents to the appropriate electronic charts.
- Assign appropriate document types, categories, and labels to ensure accurate indexing.
- Verify that scanned documents are complete, legible, properly oriented, and uploaded successfully.
- Identify and resolve duplicate, incomplete, misfiled, or incorrectly scanned documents in accordance with office procedures.
- Maintain an organized workflow to ensure documents are processed within established timelines.
- Handle confidential patient information in accordance with applicable privacy legislation, office policies, and procedures.

- Maintain the scanning equipment and report technical issues or equipment malfunctions.
- Follow established procedures for document preparation, quality control, and secure disposal or storage of paper records.
- Report discrepancies, missing information, or unidentified documents to the appropriate supervisor.
- Meet established productivity and accuracy standards while maintaining the integrity of patient records.

Qualifications, Knowledge, and Skills

The successful candidate will possess the following:

- Previous experience in medical administration, health records, and document scanning is considered an asset.
- Familiarity with electronic medical record (EMR) systems is preferred. Practice Solutions would be considered an asset.
- Strong attention to detail and a high degree of accuracy.
- Excellent organizational and time-management skills.
- Ability to manage repetitive tasks while maintaining consistent quality and productivity.
- Ability to work independently and follow established procedures.
- Basic computer skills, including document management and electronic filing.
- Understanding of patient confidentiality and privacy requirements in a healthcare setting.
- Ability to handle, sort, and prepare paper documents for scanning throughout the workday.
- Must meet South Easy Grey Community Health Centre's vaccination requirements as a condition of employment, subject to applicable accommodation requirements.

How to Apply

Interested candidates are invited to submit a cover letter and resume to Tracey Wickens directly at tracey.wickens@segchc.ca.

Application Deadline: **Wednesday, November 4, 2026, at 4:00 pm.**

We thank all applicants for their interest. Only those selected for an interview will be contacted. South East Grey Community Health Centre is committed to providing accessible and inclusive services and fostering a respectful workplace.