



South East Grey Community Health Centre

Medical Administration

The South East Grey Community Health Centre (SEGCHC) is a primary care facility located in Grey County. We have four sites located in Dundalk, Markdale and Chatsworth. The SEGCHC is dedicated to meeting the broader needs of the communities in which we serve through the development and implementation of primary care, health promotion and community development best practices.

We are currently seeking (1) one full time (37.5 hours per week) Medical Administration for a permanent position starting May 21, 2024. Position salary is dependent upon experience but will be approximately \$22.56/hour. We offer a competitive salary along with HOOPP pension and a comprehensive benefits package.

Reporting to the Operations Manager and working as part of a Community Health Centre multi-disciplinary team, the Medical Administration team advocates for clients and patients, operates and maintains appointments, chart management and third party billing systems and provides administrative and reception functions.

Key responsibilities include:

1. Schedule client, specialist and diagnostic testing appointments and fax all necessary paperwork for both primary care and allied health staff as directed.
2. Work well under pressure with high attention to detail and be able to multi-task.
3. Prepare, maintain, update, retrieve, track and file charts manually and electronically.
4. Track referral and consultation letters as directed.
5. Maintain appointment scheduling template and an up-to-date resource and referral directory.
6. Complete and maintain tasks and messages as directed by doctors, NP and allied staff.
7. Maintain and update PS back end information.
8. Ensure data quality/entry standards are met.
9. Schedule OTN consultations as required.
10. Work with a positive attitude towards the client to maintain customer service excellence.
11. Recognize problems, take action and suggest improvements for accomplishing tasks.

Education and knowledge required:

1. Proof of current COVID 19 vaccination (this includes at least one additional booster)
2. A secondary school graduate with two years of post-secondary education.
3. Medical Administration certificate and/or equivalent work experience.
4. A minimum of three to five years of related work experience.
5. Advanced proficiency in the use of computers and various software applications including Microsoft Office and Practice Solutions (Electronic Medical Record).
6. Switchboard experience would be an asset.
7. Excellent interpersonal, oral and written communication skills, ability to maintain a high degree of confidentiality, ability to manage multiple tasks and work well under tight timelines, strong organizational skills and attention to detail.

Please send your resume and covering letter to Theresa Baker via email to Theresa.baker@segchc.ca by 4pm on Friday, March 29th. Only successful candidates will be contacted for an interview.