



## South East Grey Community Health Centre

### Medical Administration

South East Grey Community Health Centre is currently seeking a full-time (37.5 hours per week) **Medical Administration** for a 14 month contract for a maternity leave (December 2018 to February 2020). The Medical Administration advocates for clients and patients and operates and maintains appointment, 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 as directed.
2. Prepare, maintain, update, retrieve, track and file charts manually and electronically.
3. Prepare referral and consultation letters as directed.
4. Maintain providers' schedules and produce day sheets.
5. Maintain appointment scheduling template and an up-to-date resource and referral directory.
6. Schedule providers appropriately in advance and block time to accommodate same day appointments.
7. Complete and maintain tasks and messages as directed by doctors, NP and allied staff.
8. Maintain and update NOD back end information.
9. Ensure data quality/entry standards are met.
10. Schedule OTN consultations as required.
11. Perform third party billing as required.
12. Implement document management and distribution systems and maintain inventory of necessary forms and supplies.
13. Work with a positive attitude towards the client to maintain customer service excellence.
14. Recognize problems, take action and suggest improvements for accomplishing tasks.

#### Education and knowledge required:

1. A secondary school graduate with one-to-two years of post-secondary education.
2. Medical secretary certificate or equivalent work experience.
3. Two to five years of related work experience.
4. Advanced proficiency in the use of computers and various software applications including Microsoft Office and Practice Solutions (electronic medical record).
5. Switchboard experience would be an asset.
6. Excellent interpersonal, oral and written communication skills, ability to maintain a high degree of confidentiality, ability to manage multiple task 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](mailto:Theresa.baker@segchc.ca) by 4pm on Wednesday, October 31, 2018.