



Medical Secretary, Medical Affairs - 1 position	Posting #: 49836
Medical Affairs	Posting Date: January 19, 2023
Parkwood Institute Main - London, ON	Submission Deadline: January 25, 2023
Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	

REPOSTED

A unique opportunity presently exists for a highly-motivated, self-directed and innovative professional to provide support to Dr. Cassidy, Dr. Viana, Dr. Payne, Dr. Reardon, within Physical Medicine & Rehab at Parkwood Institute Main. The successful incumbent will provide effective administrative support to the four physicians.

You will be an energetic, career-oriented team player committed to meeting the needs inherent to busy physician practices/offices.

Essential Qualifications

- Completion of Ontario Secondary School Diploma or recognized equivalent by the Province of Ontario
- Graduate of a recognized Medical Secretary Diploma
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Previous experience in an administrative role in a medical office setting
- Excellent understanding of medical terminology
- Demonstrated Intermediate level computer skills particularly with Word, Excel, PowerPoint
- Minimum 50 wpm typing speed and transcribing experience
- High level of initiative and self-direction required with proven problem solving abilities
- Excellent organizational skills to establish and balance competing priorities in a challenging and diverse work environment
- Superior communication and interpersonal skills with a strong customer focus as well as a positive and professional attitude toward assisting internal or external customers
- Excellent written and oral communication skills and a pleasant telephone manner
- Detail oriented and demonstrated accuracy with the work involved
- Ability to work independently and within a team

Preferred Qualifications

- Experience with Cerner clinic scheduling system
- Experience with third-party billing and collection
- Familiarity with Health Screen OHIP billing package
- Proficiency in French would be an asset

Teaching and Research

- St Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St Josephs, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine and a written commitment to follow any future Public Health recommendations and St. Joseph's Health Care London policies and processes related to Covid management in the workplace.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated. Only those under consideration will be contacted.