



Medical Secretary, Medical Affairs - 1 position	Posting #: 53971
Medical Affairs	Posting Date: October 17, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: October 23, 2024
Full Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

An excellent opportunity exists for a dynamic and collaborative Medical Secretary within the Department of CNS, Division of Neurology, supporting Dr. Finger and Dr. Pasternak. The successful candidate will support their clinical practice and research programs. Duties may include but not limited to all aspects of scheduling patients, the organization and maintenance of a busy clinical office and activity, being the first point of contact when patients and referring physicians contact the office, tracking and arranging patient referrals, follow-up with patients, fellows, residents, inpatient and outpatient billing submissions using IBIS, provide liaison with various internal and external stakeholders, organizing meetings and outlook calendar.

Essential Qualifications

- Graduate of a recognized Medical Secretary Diploma or equivalent experience
- Knowledge of a safety culture in a health care setting in compliance with the OHSA
- Previous experience in an administrative role in a hospital setting
- Excellent understanding of medical terminology
- Demonstrated Intermediate level computer skills particularly with Word, Excel, PowerPoint, M365, Outlook, Google calendar
- 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, professional and respectful 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 working in a Medical Secretary role providing direct support to a Physician
- Experience with Cerner/PowerChart clinic scheduling system
- Experience with IBIS clinical billing software
- Ensures physician productivity by maintaining calendar, scheduling appointments, physician consultations, meetings, conferences and travel
- Maintenance of patient records & preparation of physician correspondence
- Experience or familiarity with the field of neurology, geriatrics or psychiatry
- Excellent typing skills, 50 WPM

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. Joseph's, 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 (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date
- Provide documentation of the Tuberculosis skin testing (two step)
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*