



|   |  |
|---|--|
| Medical Secretary, Medical Affairs - 1 position | Posting #: 54069                       |
| Medical Affairs                                 | Posting Date: November 12, 2024        |
| St. Joseph's Hospital - London, ON              | Submission Deadline: November 18, 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 Medicine, Division of Geriatric Medicine, supporting Dr. MonteroOdasso. The candidate will dedicate 50% of their time to academic activities and research assistance, supporting Dr. Montero-Odasso in his role as Director of the Gait and Brain Lab. Responsibilities will include assisting in the coordination of the annual Gait and Brain seminar and keeping research-related documents, such as CVs, forms, and Excel sheets, organized and up to date. Additionally, the candidate will coordinate travel and conference arrangements, as well as handle reimbursements for Dr. Montero-Odasso and Gait and Brain Lab personnel. For clinical research support, the candidate will prepare patient files and folders for research visits, as well as scheduling and confirming visits for current studies and welcoming participants upon arrival to the Lab.

#### 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, XBB or KP.2) OR one dose of KP.2 vaccine at least 14 days prior to the start date.
- 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.*

*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.*