



Medical Secretary, Medical Affairs - 1 position	Posting #: 54692
Medical Affairs	Posting Date: March 26, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: April 01, 2025
Full Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$28.26 - \$33.23 /hour

This is a unique opportunity for a dynamic and collaborative professional to provide full-time medical secretarial support to Dr. Hana Serajeddini and Dr. Rasha Abdul-Karim within the Division of Respiriology, Department of Medicine at St. Joseph's Health Care, London.

Duties may include management of patient referrals, records and appointment scheduling (virtual and in person), office correspondence, medical billing, office accounting, patient interaction and provision of support for physician research and teaching activities. This individual will be required to support the administrative and academic accountabilities of the hiring physician(s) and provide liaison with various internal and external stakeholders.

Essential Qualifications

- Graduate of a recognized Medical Secretary Diploma, certificate or equivalent
- 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, M365
- 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
- Familiarity with Accuro Electronic Medical Record System
- 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. 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 vaccination records or proof of immunity against measles, mumps, rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- 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.*