



Medical Secretary, Medical Affairs - 1 position	Posting #: 54764
Medical Affairs	Posting Date: April 08, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: April 14, 2025
Full Time	Bradley Dudley, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

An excellent opportunity exists for a dynamic and collaborative Medical Secretary within the Department of Surgery. The successful candidate will support a high-paced, clinical practice and academic duties for Dr. Assaf Kadar, Division of Orthopedics, Department of Surgery 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 experience
- Knowledge of a safety culture in a health care setting in compliance with the OHSA
- Demonstrated Intermediate level computer skills particularly with Word, Excel, PowerPoint, Microsoft 365, Outlook, Google calendar, PowerChart, Cerner, AcuityStar
- Excellent typing skills (50 WPM)
- 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.

#### Preferred Qualifications

- Experience working in a Medical Secretary role or equivalent providing direct support to a Physician(s) within a clinical and academic setting
- Experience with IBIS billing
- Ensures physician productivity by maintaining calendar, scheduling appointments, physician consultations, meetings, conferences and travel
- Preparation of physician correspondence
- Basic accounting tasks
- Proficiency in a second language would be an asset
- Experience in maintaining AcuityStar CV's

#### 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 within the scope of your role, activities related to teaching and research 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.*