



Medical Secretary, London ACT 2 - 1 position	Posting #: 54778
London ACT 2	Posting Date: April 09, 2025
Parkwood Institute Mental Health Care - London, ON	Submission Deadline: April 15, 2025
Full Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

To act as secretarial support by providing a range of clerical, administrative, secretarial, clinical record maintenance and word processing services to staff of the program in the clinical setting.

#### Essential Qualifications

- Medical Secretarial diploma
- Demonstrated computer skills including intermediate level knowledge of Word, Excel and PowerPoint
- Ability to keyboard 50 wpm
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Demonstrated experience with methods and procedures relating to specialized areas such as clinical reports and presentations
- Knowledge of Mental Health Act and various legal forms for access and disclosure of clinical information
- Ability to operate Dictaphone equipment for transcribing clinical reports utilizing medical/psychiatric terminology to accurately prepare clinical notes
- Ability to work under pressure, initiative and good judgment
- Strong communication skills both oral and written
- Strong interpersonal skills to deal with staff, public and patients to arrange appointments with physicians and answer phone enquiries

#### Preferred Qualifications

- Proficiency in French would be an asset
- Ability to operate transcribing system equipment (i.e. Dictaphone, Lanier etc.) utilizing medical/psychiatric terminology to accurately transcribe clinical reports and notes

#### 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.*