



Medical Secretary, Hand & Upper Limb Centre - 1 position	Posting #: 54986
Hand & Upper Limb Centre	Posting Date: May 13, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: May 19, 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, division of Orthopedics in the Hand and Upper Limb Clinic (HULC), supporting Dr. Chambers. The successful candidate will support both a clinical and surgical practice. Duties may include: all aspects of booking surgery and maintaining wait times, medical/surgical OHIP billing (IBIS), the organization and maintenance of a busy surgical office and clinic activities, monitoring and managing computerized databases, tracking and arranging patient referrals, follow-up, and provide liaison with various internal and external stakeholders.

#### Essential Qualifications

- Graduate of a recognized Medical Secretary Diploma
- 2-3 years administrative experience, preferably in a Hospital or University environment
- 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, Outlook
- Minimum 35 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 working in a Medical Secretary role providing direct support to a Physician with a surgical office
- Experience in booking ORs/working knowledge of SurgiNet
- Experience with Cerner clinic scheduling system
- Familiarity with Accuro Electronic Medical Record System
- Familiarity with Health Screen OHIP billing package
- Ensures physician productivity by maintaining calendar, scheduling appointments, physician consultations, meetings, conferences and travel
- Maintenance of patient records & preparation of physician correspondence
- Office primary accounting tasks
- 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.*