



Medical Secretary, Medical Affairs - 1 position	Posting #: 55320
Medical Affairs	Posting Date: July 24, 2025
Parkwood Institute Main - London, ON	Submission Deadline: July 30, 2025
Regular Part Time	Andrew Harriman-Duke, 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 Medicine, Division of Geriatric Medicine. The successful candidate will support a high-paced, clinical practice and academic duties for Dr. Patwardhan. Duties may include but are not limited to, all aspects of scheduling patients, the organization and maintenance of a busy clinical office and activity, being the first point of contact when patients and referring physicians contact the office, tracking and arranging patient referrals, follow-up with patients, fellows, residents etc., provide liaison with various internal and external stakeholders, organizing meetings and outlook calendar.

#### Essential Qualifications

- Graduate of a recognized Office Administration Diploma
- 2-3 years administrative experience, preferably in a Hospital or University environment
- Experience managing Physician schedules an asset
- 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 an asset
- Understanding of medical terminology
- Demonstrated Intermediate level computer skills particularly with Word, Excel, PowerPoint, Excellent typing skills (35 WPM), Microsoft 365, , Google calendar, PowerChart, M365
- Good working knowledge of Cerner and Outlook
- Good working knowledge of Google products (Gmail, calendar) and scheduling software (e.g., doodle.com)
- High level of initiative and self-direction required with proven problem-solving abilities
- Excellent organization and time management skills with the ability to prioritize workload in a busy clinical environment
- Attention to detail and high level of accuracy in work
- Strong interpersonal and communication skills with a demonstrated patient/customer service focus, including conflict management
- Demonstrated willingness and ability to acquire new knowledge and skills in a changing clinical and educational environment
- Demonstrates a professional and positive and professional attitude toward supporting internal and external customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions
- Ability to take meeting minutes

#### Preferred Qualifications

- Experience with Acuity STAR database
- Experience working in a Medical Secretary role providing direct support to a Physician within a clinical and academic office
- Experience with IBIS billing software
- Ensures physician productivity by maintaining calendar, scheduling appointments, physician consultations, meetings, conferences and travel
- Maintenance of patient records 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.*