



Medical Secretary - 1 position	Posting #: 55471
Adult Ambulatory Services	Posting Date: August 27, 2025
Parkwood Institute Mental Health Care - London, ON	Submission Deadline: September 02, 2025
Full Time	Stacy Kearns, Human Resources
Non-Union	Salary Range: \$29.11 - \$34.23 /hour

Adult Ambulatory Services provides outpatient services to clients requiring tertiary level mental health care. The secretary is primarily responsible for planning and monitoring the daily organization of the clinic/outpatient service, supporting the physicians as well as a large interprofessional team within the service, and maintaining a focus on excellent patient/consumer service.

Essential Qualifications

- Graduate of a recognized Medical Secretarial diploma program
- Demonstrated experience with methods and procedures relating to specialized areas such as clinical reports and presentations
- Demonstrated experience and competency in scheduling for and supporting multiple physicians
- Knowledge of Mental Health Act and various legal forms
- Knowledge of computer operations for word processing and spreadsheet software including intermediate Word, Excel, PowerPoint and Access
- Ability to keyboard 50 wpm
- Experience with Acuity STAR database
- Good working knowledge of Google products (gmail, calendar) and scheduling software (e.g. doodle.com)
- Familiarity with electronic medical record systems (preferably Cerner)
- Demonstrated proficiency and experience in OHIP billing procedures (IBIS preferred)
- 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
- Excellent written and oral communication skills, and a pleasant telephone manner
- Ability to work independently and within a team
- Demonstrated willingness and ability to acquire new knowledge and skills in a changing clinical and educational environment
- Demonstrates a professional and positive attitude toward supporting internal and external customers
- Demonstrated ability to work effectively in a team environment with frequent interruptions
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Preferred Qualification
- Proficiency in French would be an asset

Teaching and Research

- St Josephs Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St Josephs 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.*