



Provincial Job Description

TITLE:
(135) Clinic Assistant

PAY BAND:
8

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides reception/clerical duties while assisting with patient care in a clinic/department.

QUALIFICATIONS:

- ◆ **Medical Office Assistant diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Ability to work independently**
- ◆ **Valid drivers license, where required by the job**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Reception / Client Visit Coordination

- ◆ Greet clients/patients upon arrival; assesses and directs to appropriate department.
- ◆ Answers phone.
- ◆ Sets up appointments for clients/patients with physicians/specialists.
- ◆ Prepares, retrieves and files charts.
- ◆ Assists client/patient with completing registration forms.
- ◆ Makes travel arrangements for clients.

B. Clinic Assistance

- ◆ Sets up and maintains examination room (e.g., medical equipment, supplies).
- ◆ Cleans, sterilizes and maintains medical instruments/equipment.
- ◆ Assists physician (e.g., PAP smears, suturing, ear syringing, liquid nitrogen, blood pressure, height, weight).
- ◆ Porters patients.
- ◆ Performs laboratory duties (e.g., completes requisitions, tests urine samples, tests glucose levels, phlebotomy, delivers specimens).
- ◆ Prepares, retrieves and files charts.

C. General Office Duties

- ◆ Performs clerical duties (e.g., photocopies, faxes, e-mails, picks up/delivers mail).
- ◆ Enters/checks payroll time sheets.
- ◆ Types/transcribes letters, referrals, posters, brochures.
- ◆ Maintains office equipment.
- ◆ Collects money for prescriptions and rental equipment.
- ◆ Performs physician billing duties and prepares invoices.
- ◆ Books meeting rooms, teleconferences, Central Vehicle Agency vehicles.
- ◆ Maintains statistical data and prepares reports (e.g., month-end reports).
- ◆ Sorts and distributes reports (e.g., laboratory, radiology).
- ◆ Maintains petty cash.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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