



Provincial Job Description

TITLE:
(155) Medical Office Assistant

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides medical administrative support to departments/programs including medical transcription.

QUALIFICATIONS:

- ◆ Medical Administrative Assistant diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced keyboarding skills
- ◆ Intermediate computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ Previous: Twelve (12) months previous experience working in an office environment.

KEY ACTIVITIES:

A. Medical Administrative Support

- ◆ Creates, edits, formats, scans and emails documents (e.g., letters, memos, minutes, presentations, manuals, forms, charts).
- ◆ Creates, maintains databases, inputs statistics and prepares reports.
- ◆ Performs transcription (e.g., medical reports, referral letters, minutes, physician dictation, clinic notes.)
- ◆ Performs data entry.

B. Reception / Telephone

- ◆ Greets public and provides general information/reception duties.
- ◆ Provides telephone coverage for facility/department(s).
- ◆ Takes messages/pages individuals.
- ◆ Maintains phone, email and mailout lists.

C. Financial / Payroll / Scheduling

- ◆ Performs financial duties (e.g., accounts receivable/payable, collects rent/trusts/donations, billing, petty cash, bank deposits).
- ◆ Performs scheduling duties (e.g., appointments, surgical procedures, inspections, replacement staffing).
- ◆ Performs payroll duties (e.g., data entry, time corrections and inquiries).

D. General Office Duties

- ◆ Picks up and delivers mail, photocopies, faxes, scans, e-mails, laminates, collates and shreds.
- ◆ Orders supplies, fills out purchase orders/maintenance requisitions.
- ◆ Maintains office equipment.
- ◆ Maintains filing system/purges/archives.
- ◆ Provides chart/filing support and retrieval.
- ◆ Keeps various manuals up-to-date.
- ◆ Books meeting rooms, teleconferences, Central Vehicle Agency vehicles.
- ◆ Coordinates travel.
- ◆ Sorts and distributes reports/assembles information packages.
- ◆ Records minutes at meetings.
- ◆ Assembles charts.

E. Related Key Work Activities

- ◆ **Updates communication boards.**
- ◆ **Maintains resource materials.**
- ◆ **Porters clients/patients.**
- ◆ **Registers clients/patients.**
- ◆ **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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: May 16, 2024