



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**
- ◆ **Basic medical terminology**
- ◆ **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 and formats 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.

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, scans flow sheets, handles 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/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: April 4, 2017