

# Provincial Job Description

TITLE: PAY BAND:

(155) Medical Office Assistant 10

### **FOR FACILITY USE:**

### **SUMMARY OF DUTIES:**

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

# **QUALIFICATIONS:**

**♦** Medical Office Administration 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 \*Updated October 22, 2025