

Medical Secretary (9): Temporary Full-Time (1-year)

Department of Clinical Neurological Sciences (CNS)

An exciting opportunity exists for an innovative and collaborative professional to provide medical secretarial support within the Department of Clinical Neurological Sciences. The main responsibilities include medical billing, organize and maintain office activities, produce correspondence reports, dictating; handle program referrals and support patient activity, maintain and book GroupWise appointments.

Rate of Pay: \$23.678 per hour - \$25.643 per hour
Hours of Work: 37.5 hours per week

QUALIFICATIONS:

- Successful completion of a diploma in Medical Office administration
- Minimum two years recent, related experience in a Physician's office
- Demonstrated proficient dictating skills
- Demonstrated proficient knowledge of medical terminology
- Demonstrated computer proficiency (MS Word, Excel, PowerPoint, Outlook, Powerchart, Cerner and Acuity Star) and database management
- Demonstrated proficiency and knowledge of computerized OHIP billing (IBIS preferred)
- General bookkeeping and accounting skills
- Demonstrated ability to effectively communicate professionally (both verbal and written) with all staff, patients, and their families
- Demonstrated ability to work independently with minimal supervision
- Demonstrated ability to organize and prioritize effectively and accurately in a setting of competing demands
- Demonstrated excellent problem solving and decision making skills
- Ability to maintain confidentiality and be empathetic and sensitive to patient needs as per hospital policies
- Ability to identify and bring forward to the physician, issues/items, and concerns
- Demonstrated knowledge of and commitment to the principles of patient family centred care
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

We are committed to providing a safe, healthy and inclusive work environment that inspires respect. CNS encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that an internal reference check may be conducted as part of the selection process.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.

In order to be considered for this position, please submit a **detailed resume and cover letter:**
CNS_Operations@lhsc.on.ca