



Nakina Medical Clinic Clinical Secretary Casual

Geraldton District Hospital is seeking an enthusiastic, organized and self-motivated individual to provide administrative support in the Nakina Medical Clinic.

Duties Include:

- Answering and responding appropriately to incoming calls
- Maintaining a listing of telephone call-backs
- Scheduling patient appointments and maintaining recall list
- Receiving and monitoring patients and families while in the waiting room area
- Verifying patient's Health Card and residency information
- Setting up, filing records, and maintaining charts
- Request needed maintenance and stationary supplies as required
- Preparing and submitting WSIB information and forms as required
- Completing and submitting forms for Physicians Outreach Program
- Handling any money received and maintaining a cash receipt book and outstanding accounts file
- Totaling receipts, preparing and depositing bank deposit
- Maintaining the books, balancing same and reconciling with bank statements monthly
- Typing reports, notes and letters, as required
- Maintaining and reporting a list of suggestions, concerns and problems
- Keeping the Clinic clean and tidy as demonstrated in the job training
- Performing other duties as assigned by the Clinic Nurse

Qualifications:

- Minimum of Secondary School Diploma
- Knowledge of Medical Terminology and/or successful completion of a Medical Terminology Course
- Good communication and organization skills
- Ability to type and keyboard accurately at a rate of 60-70 words per minute with demonstrated knowledge of word processing/computer duties
- French language would be an asset
- Minimum of two year's recent, related experience in general office work is an asset
- Recent, related experience in a hospital or medical clinic setting is an asset

Geraldton District Hospital is committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process.

If you interested in combining a fulfilling lifestyle with a challenging opportunity, please submit your application and resume in confidence, by email, to:

hr@geraldtondh.com