

Medical Secretary/Receptionist – Full Time 6 Month Contract Job Posting

The Mississauga COVID, Cold Flu Care Clinic is a community based primary care clinic dedicated to assessing and treating patients with Influenza and COVID-19 like illnesses in a safe atmosphere that complies with infection control standards and best practices in place.

Position Overview:

The Medical Secretary/Receptionist acts as the initial point of contact for patients and the general public. He/she supports the health care providers within the Mississauga COVID, Cold Flu Care Clinic by answering phones, booking appointments and providing a wide range of administrative activities.

Duties & Responsibilities:

- Welcome patients, answer and triage phone calls as well as schedule patient visits as required;
- Respond to requests from the public, external collaborators and other contacts in an efficient and pleasant manner;
- Transcribe, compose, edit, upload, file and/or process medical correspondence and reports;
- Complete all appropriate requisitions and paperwork;
- Utilize clinical management information systems including booking and billing as well as report functions;
- Perform other administrative duties including maintaining equipment and office supplies, photocopying, filing, faxing, printing, distributing mail, arranging for courier services;
- Liaise with other staff to exchange information and procedures;
- Other duties as assigned.

Qualifications:

- Medical Administration certificate plus experience in a primary health care environment;
- Excellent customer service skills;
- Advanced skills in clinical management software, MS Office and other relevant software applications;
- Understanding and ability to use medical terminology;
- Compassionate sensitivity to patient needs and confidentiality/privacy;
- Problem-solving skills, ability to use sound judgment;
- Interpersonal skills, diplomacy and discretion, excellent telephone manner;
- Excellent oral and written communication skills;
- Ability to manage multiple deadlines, prioritize and work well under tight timelines or changes in priorities;
- Organization and administration skills, accurate and detail-oriented.

To apply for this vacancy please submit a resume with covering letter by email to summervillecareers@summervillefht.com

Effective October 1, 2021 all staff, professional staff, volunteers and learners at Summerville FHT and the Mississauga COVID, Cold and Flu Care Clinic will be required to provide proof of full vaccination with a COVID-19 vaccine, with the exception of those who have an approved medical exemption or accommodation.

While the mask mandate has been lifted by the province, many health care organizations are keeping their masking requirements in order to protect their staff and their patients as long as COVID-19 continues to impact our community. Summerville Family Health Team and the Mississauga COVID, Cold and Flu Care Clinic staff will continue to wear masks in our clinics and respectfully ask that patients and visitors do as well.

The Summerville Family Health Team is a respectful, caring and inclusive workplace, committed to Employment Equity. We welcome diversity in the workplace, and encourage applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities. We will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. Applicants need to make their accommodation needs known when contacted.