



Clinic Secretary - High Risk Obstetrics - Casual 2023-230053

Department	HIGH RISK ANTE POSTPARTUM	Date Posted	6/12/2023
Position Type	Casual	Reference No.	2023-230053
Location	Toronto, ON, Canada		
Cost Centre / Internal Order	713505061		

We currently have a **Casual** opportunity for a **Clinic Secretary** in the **Women & Babies – High Risk Clinic** Department at our **Bayview** campus.

Hours of Work: Weekdays: Days; 8hr shifts; As per schedule

Summary of Duties

- Greets all patients to clinics, collect and process all required information, verify health cards, prepare patient's chart for clinicians and update clinic computerized system with relevant patient data as required;
- Responds quickly and effectively to all telephone inquiries
- Relays information from clinicians to patients as directed;
- Prepares monthly statistics and deliver as directed;
- Schedules patients for clinics in a timely manner. Notify patients of appointment times and reschedule appointments at either patient's or doctor's request;
- Prepares and distributes a wide variety of clinic correspondence as directed and provides receipts as required;
- Sends out patient reports, requisitions and referrals as directed;
- Organizes patient charts within the clinic and liaises with Health Data Records as required to ensure safe and efficient movement of patient files;
- Provides information to people inquiring about available services in clinic;
- Orders supplies for the clinic as directed;
- Other duties as assigned.

Qualifications/Skills

- Recent related administrative experience in a clinical/medical office setting required.
- Familiarity with SB patient registration and scheduling required.
- Previous experience in busy Obstetrical outpatient setting required.
- Demonstrated proficiency with MS Office (Word, Excel, Outlook) required. Typing speed 40 w.p.m. preferred Post-secondary medical secretarial diploma preferred.
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- Demonstrated familiarity with computerized scheduling and registration programs including PAS and Quadramed.
- Demonstrated understanding of medical terminology required. Familiarity obstetrical related terminology required.
- Demonstrated superior customer service skills and proven ability to effectively deal with emotional patients with patience, sensitivity and discretion.
- Demonstrated superior interpersonal and communication skills required
- Demonstrated effective organizational and time management skills

Qualified candidates are invited to submit their cover letter and resume (in one document) quoting **230053** to:

Human Resources
Sunnybrook Health Sciences Centre

To apply, please click "Apply for Position" at the bottom of this page.

Apply to this job at: <http://sunnybrook.jobis.ca/31f>

