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| Patient Administrative Assistant (Float)   |  |  |  |  | | --- | --- | --- | --- | | **Competition #** |  | **Location:** | Bayview Campus | | **Classification:** | Temporary Full-Time | **Department:** | ICP Ambulatory Care | | **Salary:** |  | **Union:** |  | | **Hours of Work:** | Monday-Friday 8 hrs; As per schedule, Flexibility required | | |   **Summary of Duties**  The PAA will float to various ambulatory care areas within the Integrated Community Program to provide administrative support to the clinical teams with staffing coverage for vacation and schedule gaps.   * Organize and manage administrative activities of ambulatory care areas. * Schedule patient appointments, maintain patient/clinic records * Order entry of tests, result follow up to physicians/clinicians * Reception duties * Ordering and maintain inventory of supplies as needed * Assist physicians, clinicians and support staff as needed * Other duties as required for clinic operations   **Qualifications/Skills:**   * Completion of Medical Office Administration program or the equivalent combination of education and experience * Recent experience providing administrative support in a health care/hospital setting * Working knowledge of VHS/PAS, QuadraMed, Sunnycare, Outlook, MS Office Accuro an asset * Strong attention to detail, excellent verbal and written communication skills * Outstanding interpersonal and customer service skills * Demonstrated ability to work well both independently and as part of a multi-disciplinary team * Excellent problem-solving and exceptional time management skills * Strong computer and keyboarding skills * Demonstrated satisfactory attendance and punctuality required   **Date Posted:**  **Last Day for Application:**   * The location and/or details in the job posting may change depending on operational needs. * Qualified Applicants must submit both an Internal Application/Transfer Form and current Résumé to the Human Resources Department at their campus. Qualifications, skills and demonstrated satisfactory attendance and performance are considered as part of the selection process. * Sunnybrook is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (‘AODA’). If you require accommodation for disability during any stage of the recruitment process, please indicate this on your Internal Application/Transfer Form. |