



EMPLOYMENT OPPORTUNITY

Posting Number: 18-46
Date: August 9, 2018

Vacancy & Classification: O.R. Scheduling/Medical Secretary, Surgical Services
Permanent, Full Time

Hours: Tours as per schedule

Salary: \$22.21-\$23.01

Qualifications:

- Graduate of an approved Office Administration Medical Program or current experience in providing secretarial support in a health care environment essential.
- Medical Terminology certificate essential.
- Knowledge of patient scheduling essential.
- Previous experience with ward clerk procedures such as transcribing physician orders essential.
- Database data entry and/or database management experience preferred.
- Clinical chart review and abstraction experience preferred.
- Quality improvement, and patient safety knowledge and experience preferred.
- Computer skills (MS Outlook, Word, Excel, etc.), and in-depth knowledge of computer applications used within the Hospital such as ADT (Anzer) essential
- Transcription certificate or equivalent an asset.
- Well-developed organizational skills, excellent interpersonal skills and communication skills (both written and verbal) required.
- Ability to work efficiently with minimum supervision as well as work collaboratively as a team member required.
- Ability to perform duties within the physical demands of the work area required.

Start Date: To be determined.

Application Deadline: August 16, 2018, 12:00 p.m.



Julia Boudreau
Vice President, Corporate Services

Renfrew Victoria Hospital is an equal opportunity employer.
*Schedules subject to change at management's discretion.