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ADMINISTRATIVE OFFICER CLASS 3 IN MEDICAL GENETICS

STATUS: Permanent Part-Time
[Days / 2 days per week]

DEPARTMENT: Medical Genetics

NATURE OF THE FUNCTION:

Reporting to the Chief of Medical Genetics, the incumbent is a person who performs a variety of moderately complex administrative tasks according to specific instructions and established methods and procedures. Her/his responsibilities generally and mainly include registration and admission of users, processing of various data and word processing.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Answering the telephone and taking messages
- Opening and sorting mail
- Photocopying, faxing and/or mailing correspondence, laboratory reports, and requests for medical records from other institutions
- Booking and/or rescheduling patient appointments on the telephone using Medivisit, including explaining to patients what to expect in a genetics consultation and providing directions
- Obtaining laboratory reports and/or medical records required for patient consultation
- Arranging the ordering of investigations, sending requisitions by fax or mail, and informing patients of dates, times, locations and directions
- When results of investigations are received, logging results in patient log, retrieving charts for staff review, and filing charts subsequently.
- Requesting JGH or other hospital Medical Records or copies of reports from other for chart completion
- Processing Requests for Authorization for genetic tests to be sent out of province, obtaining 2 authorized signatures, sending them to RAMQ, and sending invoices to RAMQ for direct payment once services rendered.
- Packaging blood or DNA samples and arranging for shipment by FedEx or courier to outside laboratories and tracking whether shipment received
- Ordering supplies
- Keeping patient statistics for the department
- Coordinating cases for presentation at Fetopathology Rounds
- Typing and photocopying patient information leaflets and standard forms
- Attending periodic training sessions for Medivisit or other hospital IT systems
- Taking on additional duties when other departmental administrators are on leave
- Performs work to deliver the safest possible care to patients, families, staff and visitors.
- Performs all other duties as assigned.

JOB QUALIFICATIONS AND REQUIREMENTS:

- High school diploma
- Diploma in secretarial studies an asset
- Bilingual: English and French
- Knowledge of other languages an asset
- Interest and ability to work on a multidisciplinary team.

This is an internal posting. Staff interested in applying for this position may do so by submitting an up to date Curriculum Vitae to the Recruitment Division by sending an e-mail to: recrutement@jgh.mcgill.ca by the posting deadline; **2010-07-05**.