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ADMINISTRATIVE OFFICER CLASS 3 IN OPD ENT

STATUS: Permanent Part-Time
[Days]

DEPARTMENT: OPD ENT

NATURE OF THE FUNCTION:

Under the authority of the Administrative Coordinator of the Department, 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:

- Responds to all calls:
 - Takes messages and forwards to appropriate person
 - Gives appointments to patients for clinic visit
 - Assists patients with all inquiries

- Arranges clinic schedule
- Registers patients upon arrival to clinic
- Creates and maintains dossiers on each patient
- Files all pertinent patient information in dossiers including
 - Test results
 - Surgical reports
 - Pathology reports
 - All correspondence

- May schedule surgical dates for patients
- Arrange appointments for patients to see referring physicians
- Make appointments for any testing required:
 - Blood tests
 - X-rays
 - Mri
 - Scans, etc.

- Assures and maintains patient safety, privacy and confidentiality.

JOB QUALIFICATIONS AND REQUIREMENTS:

- Diploma of Secondary Studies.
- Computer skills.
- Bilingual: French and English.
- Related hospital experience preferred 1-2 years.
- Surgical booking experience an asset.

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 the posting deadline; **2010-09-07** to: recrutement@jgh.mcgill.ca.