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ADMINISTRATIVE OFFICER CLASS 2 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 of Surgery, the incumbent is a person who, based on her/his thorough knowledge of a department's or program's functioning, accomplishes a range of administrative tasks according to established methods and complex procedures that she/he will modify as needed. Her/his responsibilities generally and mainly include secretarial tasks, automated office work, as well as the opening and management of files or handling of data requiring specific knowledge. She/he may test the functioning of computerized office equipment, as well as provide technical support to the users of this equipment.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Accompanies patients to the examination room.
- Responds to all calls and inquiries about a patient.
- Organizes clinic appointments by phone or in person.
- Registers patients upon arrival to office.
- Opens and maintains files for each patient.
- May transcribe all correspondence from dictation.
- Files all documentation in dossiers including:
 - Referral notes from other doctors.
 - Referral notes to referring doctors.
 - All results of tests,(x-rays, blood tests, scans, mri, etc).
 - Surgical reports.
 - Pathology reports.
 - All correspondence.
- Completes requisitions for any testing required.
- Arranges appointments for all tests required.
- Schedules surgery dates for patients.
- Ordering and stocking of supplies for office and examination rooms.
- Keeping examining rooms in cleanly and orderly fashion.
- Assures and maintains patient safety, privacy and confidentiality.
- Other departmental duties as assigned by the immediate supervisor.

JOB QUALIFICATIONS AND REQUIREMENTS:

- Diploma of college studies or Diploma of professional studies as a secretary or medical secretary.
- Related hospital experience preferred 1-2 years.
- Computer skills.
- Bilingual: French and English.

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; **2010-09-02** to: recrutement@jgh.mcgill.ca.