Provincial Job Description

TITLE:
(155) Medical Office Assistant

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides reception/clerical support to departments/programs including medical transcription.

QUALIFICATIONS:

- **Office Education certificate**
  - **Medical Specialty certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- **Advanced keyboarding skills**
- **Intermediate computer skills**
- **Interpersonal, organizational and communication skills**
- **Ability to work independently**

EXPERIENCE:

- **<u>Previous:</u> Twelve (12) months previous experience working in an office environment.**

KEY ACTIVITIES:

A. Word Processing / Typing

- **Creates, edits and formats documents (e.g., letters, memos, minutes, presentations, manuals, forms and charts).**
- **Creates, maintains databases, inputs statistics and prepares reports.**
- **Performs medical transcription (e.g., medical reports, referral letters, physician dictation, clinic notes.)**
- **Performs non-medical transcription (e.g., reports, minutes).**
- **Performs data entry.**
- **Performs desktop publishing.**

B. Reception / Telephone

- **Greets public and provides general information/reception duties.**
- **Provides telephone coverage for facility/department(s).**
- **Takes messages/pages individuals.**

C. Financial / Payroll / Scheduling

- **Performs financial duties (e.g., accounts receivable/payable, collects rent/trusts/donations, MCIB billing, petty cash, bank deposits).**
- **Performs scheduling duties (e.g., schedules appointments/surgical procedures, staff, replacement staffing).**
- **Performs payroll duties (e.g., data entry, corrects/distributes pay slips, handles inquiries).**

D. General Office Duties

- **Picks up and delivers mail, photocopies, faxes, e-mails, laminates, collates, shreds.**
- **Orders supplies, fills out purchase orders/requisitions.**
- **Maintains office equipment.**
- **Maintains filing system/purges/archives.**
- **Provides chart/filing support and retrieval.**
- **Keeps various manuals up-to-date.**
- **Books meeting rooms, teleconferences, Central Vehicle Agency vehicles.**
- **Coordinates travel.**
- **Sorts and distributes reports/assembles information packages.**
- **Records minutes at meetings.**
- **Assembles charts.**

E. <u>Related Key Work Activities</u>

- **Updates bulletin boards.**
- **Performs human resources duties (e.g., employee benefits, track postings, maintain seniority lists).**
- **Maintains resource materials.**
- **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**
- **Porters clients/patients.**
- **Registers clients and patients.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:	***SEIU:***
SGEU:	***SAHO:***

Date: 2005

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