

# UNIVERSITY MEDICAL GROUP

## Position #319

### Department Contact Information

Return Applications to: **Molly Johnson, University Medical Group**  
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**Winnipeg, Manitoba R3E OW2**  
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### Posting Information

Classification:	<b>Surgical Office Assistant Located at Pan Am Clinic</b>	Hours of Work:	<b>37.5 hours per week</b>
Department:	<b>Surgery</b>	Wage or Salary:	<b>\$18.61 - \$20.28 / hr.</b>
Section:	<b>Orthopedic or Plastic Surgery</b>	Start Date:	<b>As soon as possible</b>
Positions:	<b>Permanent Full-time</b>	Probation Period:	<b>450 hours</b>
<b>Applications to be Received by: Friday August 20,2010</b>			

### Qualifications

The successful candidate will have related experience in a clinical and/or surgical office setting, grade XII education (MB Standards) and successful completion of a recognized Doctor's Assistant/Clinical office Assistant Program with equivalent related experience.

Additional requirements:

- Excellent planning, organization, problem solving and time management skills, required
- Must be able to work independently and as a team member
- Must be able to communicate effectively both verbally and in writing
- Must have effective interpersonal skills for contact with patients, physicians' offices, and staff
- Experience in coordinating and slating Clinical appointments/O.R. procedures, patient admissions, and related tests, required
- Basic knowledge of surgical billing processes and medical terminology, required
- Experience working with hospital/clinical patient information system (MSI) or other computerized scheduling systems, an asset
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) programs, required
- Word Processing speed of 50-60 w.p.m. with a high degree of accuracy, required

### Representative Duties

Under the direction of the Manager of Physician Services and the supported Surgeon(s), the incumbent is responsible for the effective and efficient provision of clinical support activities.

Duties include:

- Scheduling clinic appointments, arranging investigations, and slating OR procedures;
- Coordinating physician's calendar with respect to surgeries, meetings, clinics, and teaching sessions; as well as preparing call schedules
- Triaging of telephone calls and reception duties;
- Typing a variety of confidential material related to administrative, patient care, research and teaching activities; as well as processing of digital/manual transcription.
- Basic billing procedures;
- Filing and processing mail
- Miscellaneous administrative/clinical duties as assigned.

*"We thank all who apply and advise that only those selected for further consideration will be contacted."*

