

UNIVERSITY MEDICAL GROUP

Position # 635

Department Contact Information

Return Applications to: **Aleksandra MacRae, University Medical Group**
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Posting Information

Classification:	Medical Office Assistant	Hours of Work:	37.5 hours / week
Department:	Pediatrics & Child Health	Wage or Salary:	\$24.24/hour to \$26.40/ hour
Section:	Pediatric Gastroenterology	Start Date:	ASAP
Position:	Regular, Full-Time	Probation	3 months

Cover letters along with resumes to be received by: Wednesday, October 23, 2024

Representative Duties

MAIN FUNCTION OF POSITION:

Under the general direction of the Managing Director, Department of Pediatrics and the Section Head, Pediatric Gastroenterology, the incumbent is responsible for the effective and efficient provision of administrative support for assigned Geographical Full Time Physicians and faculty section members, within the Section of Pediatric Gastroenterology.

MAIN FUNCTION OF POSITION:

Clinical:

- Scheduling clinic appointments, arranging investigations and scheduling procedures.
- Clinic preparation - pull charts, print clinic list, call for test results, x-rays etc.
- Attend and maintain clinic schedule during clinics to ensure it runs efficiently and in a timely fashion:
 - Prepare clinic rooms - ensure rooms stocked and cleaned before and after each visit and at the end of a clinic.
 - Check in patients.
 - Ensure all patient demographics are up to date and most recent information is entered into EPR/EMR scheduling system.
- Maintain accurate waitlists for surgeries.
- Utilize given operating time:
 - submit booking in SWIM and send mandatory paperwork to PAC within required timeframe determined by Centre.
- Ensure patient teaching/instructions for surgeries and/or on-going care is coordinated through clinic nurse.
- Ensures all billing documentation is submitted to MD Practice Solutions.
- Manage transcription process.
- Prepares and submits statistical reports as requested.

Administrative:

- Coordinating physician's calendar with respect to surgeries, meetings, clinics,

and teaching sessions; as well as preparing call schedules.

- Typing of a variety of confidential material related to administration, patient care, research and teaching activities; as well as processing of digital/manual transcription.
- Curriculum Vitae (CV) and Teaching Dossier maintenance.
- Managing and processing the mail including internal and external mail as it relates to the surgeon (s).
- Miscellaneous administrative/clinical duties as assigned.

Qualifications

Education:

- A recognized Medical Office or Medical Administrative Program, plus two-three years directly.
- An acceptable combination of education and experience may be considered.

Experience:

- Two to four years providing administrative support. Experience in an academic or healthcare setting is preferred.
- Coordinating, organizing, and scheduling meetings in Microsoft Outlook with multiple stakeholders is required.
- Transcribing and distributing meeting minutes is required.
- Ability to work independently, with limited guidance and supervision.
- Working knowledge and experience implementing hospital and University policies and procedures is preferred.
- Related experience with timekeeping and purchasing would be considered an asset.
- Experience with research ethics, grant application preparation and Common C.V. would be considered an asset.
- Working knowledge of Health System procedures and systems e.g. SAP, and University procedures and programs such as EPIC, Concur, and payroll & purchasing systems are preferred.
- Demonstrating good judgement, initiative and diplomacy is required.

Skills and Abilities:

- Ability to communicate effectively in English along with exceptional written and oral communication skills are required.
- Demonstrated proficiency in Microsoft Office computer applications (Word, Excel, Outlook, PowerPoint) is required.
- Knowledge of Medical Terminology is preferred.
- Demonstrated ability to plan, organize, coordinate and establish work priorities, and meet deadlines is required.
- Demonstrated ability to process documents with speed, accuracy and attention to detail.
- Ability to take initiative, work independently, and work under pressure.
- Demonstrated ability to maintain confidentiality.
- Demonstrated ability to function with limited guidance and supervision.
- Exemplary work record, including attendance and punctuality, is required.
- Must be able to establish and maintain effective working relationships with various levels of internal and external contacts.
- Ability to organize and handle competing priorities from multiple people, including multiple Healthcare providers and staff at any given time is required.
- Recognized ability to adapt to change.
- Frequent foot travel throughout the facility, as well as various University of Manitoba, Bannatyne Campus offices.
- Ability to cope with frequent interruptions and function in a fast-paced environment.

The University Medical Group is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual and gender identities, and others who may contribute to the further diversification of ideas.

If you require accommodation supports during the recruitment process, please contact the UMG Business Office at info@universitymedicalgroup.ca or 204-789-3645. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

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