

Anishnawbe Mushkiki – Employment Opportunity Thunder Bay Aboriginal Community Health Centre

Anishnawbe Mushkiki (Thunder Bay Aboriginal Community Health Centre) invites applications for the following position:

Medical Clerk – Casual Part Time Position

Under the direction of the Executive Director of the Thunder Bay Aboriginal Health Access Centre, the Medical Clerk is responsible for the efficient and effective operation of the Health Records Department. This individual must have a strong background in the medical field with superior administrative and organizational skills and a strong focus on client care and service. The Medical Clerk works within a multi-disciplinary team to provide a variety of duties:

General Duties and Responsibilities:

- Develops and maintains an efficient and appropriate charting and filing system
- Responsible for pulling of charts and filing of charts including all patient information
- Ensures medical reports are distributed with their chart to providers, in an accurate and timely manner.
- Filing results, check client charts returned from providers and file any loose documents.
- Assists with the timely booking of appointments for clients with specialists and for diagnostic tests.
- Performs all booking of appointments for all referrals given by Nurse Practitioners, Physicians and other Medical Clinic staff.
- Ensures all laboratory specimens are delivered daily or as required.
- Ensures all laboratory results are given in a timely fashion to Physicians, Nurse Practitioners and medical team as required
- May provide back up relief for reception and may provide some relief for Medical Secretary in the absence of the Clinical Assistance.

Education and Qualifications:

- Graduate of a Medical Secretarial Program or equivalent education and experience
- Three to five years work experiences in a community based medical/clinical setting
- Good knowledge of medical terminology and high proficiency/accuracy in word processing and data entry skills.
- Exposure to Health Screens is an asset.
- Superior organizational and time management skills
- Superior and effective communication skills – verbal, written and electronic format
- Ability to speak Ojibway/Cree is an asset
- Knowledge and awareness of Aboriginal culture and traditions is an asset
- Work experience with Aboriginal health access centre or clinic is preferred
- Successful completion of a police security check

PLEASE SUBMIT A RESUME, COVERING LETTER AND THREE WORK REFERENCES BY:

November 21, 2008

Fax - 343-4728

Anishnawbe Mushkiki

29 Royston Court Thunder Bay, Ontario, P7A 4Y7

Only applicants selected for an interview will be contacted.