

Langs is a neighbourhood based organization that operates a Community Health Centre in Cambridge, Ontario and a satellite in North Dumfries. We are currently accepting resumes for the following position:

**Medical Secretary, North Dumfries  
(40 hours/week, permanent)**

**Qualifications:**

- Medical Secretary Certificate from a Community College or equivalent relevant work experience
- Two to five years office experience in a health setting preferred
- Proficiency in typing and in the use of computers and various software applications, particularly computer patient scheduling programs (Practice Solutions)
- Have working knowledge of a multi-line telephone console
- Strong knowledge of medical terminology
- Exceptional Organization and communication skills, verbal and written.
- Pleasant, collaborative demeanor with a service oriented approach.
- Efficient, able to multi-task, strong work ethic.
- Must be able to work evenings.

**Position Duties**

- Schedule client, specialist and diagnostic testing appointments.
- Prepare, maintain, update, retrieve, track and file charts manually and electronically.
- Complete chart audits on a monthly basis
- Participate in team “Huddles”
- To act as the medical secretary for the clinical team(s).
- Prepare referral and consultation letters as directed.
- Maintain an up-to-date resource and referral directory.
- Maintain a system for the waiting list
- Maintain a system to prepare and track third party billing and clinical recovery.
- To contact local pharmacies to renew prescriptions.
- To compile patient statistics and other information.
- Implement document management and distribution systems and maintain inventory of necessary forms and supplies.
- To copy and arrange medical records transfers in accordance with privacy policies.
- Perform reception and photocopying functions in the absence of the receptionist.
- Prepares other promotional materials, displays and conducts community presentations as required.
- Participates in internal and external professional development opportunities.
- Has a good understanding of privacy and confidentiality in a health care setting
- Performs other duties as required.

Candidates for this position will have: excellent problem solving skills; excellent organizational communication, interpersonal and time management skills; proficient in the use of computers and software applications.

Please submit your resume by August 28, 2019  
Langs, 1145 Concession Road, Cambridge, Ontario, N3H 4L5  
Email: [hr@langs.org](mailto:hr@langs.org) or fax (519) 653-1285

Langs is an equal opportunity employer. Job applicants requiring accommodation to participate should contact Human Resources to communicate any accommodation needs.