



... is a neighbourhood-based organization that operates a Community Health Centre in Cambridge, Ontario.

**Medical Secretary – Diabetes Education Program
(40 hours/week, Permanent)**

Qualifications:

- Minimum grade 12 education, post-secondary education in business or medical office administration an asset
- Medical Secretary Certificate or equivalent relevant work experience
- Work experience as a front-line staff in a busy health care related setting
- Proficient in Microsoft Office Suite, familiarity with Zoom/Teams would be an asset.
- Experience using an Electronic Medical Record, PS Suites and Ocean experience would be an asset.
- Exceptional Organization and communication skills, verbal and written.
- Pleasant, collaborative demeanour with a service-oriented approach.
- Efficient, able to multi-task, strong work ethic.

Position Duties

- Perform reception, clerical and administrative support duties including answering the telephone, screening telephone calls and greeting patients and visitors to the Second Floor Reception.
- Schedule initial and follow up appointments for patients of the Diabetes Education Program.
- Prepare, maintain, update, retrieve, track and file charts manually and electronically.
- Support staff with finding appropriate documentation for appointments (clinical connect)
- Maintain electronic referral tracking (Excel and Ocean)
- Enter and update any patient/participant demographic data at each visit.
- Fax correspondence in a timely manner to other providers as directed
- Prepare referrals for triage
- Schedule and set up meeting rooms and book other required resources as required, e.g. Audio visual equipment
- To pick up, sort and mail organizational mail and clinic faxes.
- To act as a resource to staff regarding organizational fax machines, photocopiers, scanners and portal systems.
- Be knowledgeable about all areas of the organization and direct visitors and callers appropriately
- Maintain an orderly waiting room area, front desk area, communication room and doorway/entrance area.
- Prepare other promotional materials, displays and conducts community presentations as required.
- Attend and assist with the planning and implementation of organizational special events
- Perform 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.

Candidates are required to submit detailed cover letter along with their resume by May 18, 2022

Langs, 1145 Concession Road, Cambridge, Ontario, N3H 4L5

Email: hr@langs.org or fax (519) 653-1285

Langs is an equal opportunity employer that celebrates diversity and is devoted to creating an inclusive environment for all employees. Job applicants requiring accommodation to participate should contact Human Resources to communicate any accommodation needs.