

Calgary West Central Primary Care Network is Making Health Happen

Calgary West Central Primary Care Network is committed to expanding capacity and improving patient access to Primary Care through physician support and multidisciplinary teams.

Together with Alberta Health Services and other health care professionals, we strive to increase coordination and integration of health services. Implementing informed medical programs aligned by clear goals plays a huge role in our current successes and our future direction.

Ask yourself... are you ready to help make a positive difference?

Medical Office Assistant

The Medical Office Assistant provides administrative support to the Calgary West Central Primary Care Network (CWC PCN) clinical team and plays a key role in the organization and flow of clinic operations.

Duties

- General medical office administration which includes but is not limited to answering and directing calls on a multi line switchboard, welcoming patients, data entry, scanning, faxing, filing, billings, etc.
- Client care, including booking appointments, patient callbacks, appointment confirmations, confirmation of patient demographics, etc.
- Managing or assisting staff with complex and/or time consuming specialist referrals, and helping to coordinate discharge summaries etc.
- Facility and room management.
- Patient record management in Electronic Medical Record system.

Qualifications

- Two years of relevant experience in a family practice office with a working knowledge of the medical referral process and the Alberta Healthcare System. Experience in a customer service role is advantageous.
- Post-secondary education preferred; holding or working towards a certificate in medical office administration is an asset. Familiarity with Electronic Medical Record systems, medical terminology, billings diagnostic and service codes is considered an asset.
- High proficiency in various software programs including Microsoft Office suite.
- Excellent organizational, communication, and time-management skills and a high attention to detail are necessary.
- Proven ability to problem solve and work under pressure, strong team orientation, and exemplary customer-service and relationship-building skills.

To Apply

Please submit your resume and cover letter in confidence to careers@makinghealthhappen.com by **August 9th, 2010**. We thank all applicants for their interest; however only those selected for interviews will be contacted.

