



Medical Secretary

Description

We are currently seeking a detail-oriented and organized individual to join our team as a Medical Secretary. The successful candidate will be responsible for various administrative tasks to ensure the smooth operation of our medical office. This includes scheduling appointments, managing medical records, and providing administrative support to medical staff.

Duties

- Schedule and confirm medical appointments for patients.
- Receive and communicate messages for medical staff and patients.
- Enter and format electronically based medical reports and correspondence.
- Prepare spreadsheets and documents for review.
- Interview patients to complete forms, documents, and case histories.
- Complete insurance and other claim forms.
- Maintain confidential medical files and records.
- Prepare draft agendas for meetings and take, transcribe, and distribute minutes.
- Prepare financial statements and billing.
- Establish and maintain various internal office administrative support procedures.
- Order supplies and maintain inventory.

Closing Date

March 8, 2025

Categories

Health

Employer

Dakota Medical Corporation

Location

St. Vital

Address

17-845 Dakota Street Winnipeg,
R2M 5M3

Job Type

Full-time

Education Level

High School

Email

dakotamedicalclinic@gmail.com

- Determine and establish office procedures and routines.
- May supervise and train other staff in procedures and software usage.

Qualification

- Proven experience as a medical secretary or in a similar administrative role.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proficiency in MS Office Suite and electronic medical record systems.
- Knowledge of medical terminology and procedures.
- Ability to maintain confidentiality of sensitive information.
- Attention to detail and accuracy in work.
- Prior experience in a medical setting is preferred.
- Supervisory experience is an asset.
- Fluency in English. Afrikaans is an asset.