

# UNIVERSITY MEDICAL GROUP

## Position #600

### Department Contact Information:

Return Applications to: **Aleksandra MacRae**  
**University Medical Group**  
**S107 - 750 Bannatyne Avenue, Winnipeg, Manitoba R3E OW2**  
**FAX (204) 786-2987 E-Mail Address: amacrae@universitymedicalgroup.ca**

### Posting Information

Classification:	<b>Surgical Office Assistant</b>	Hours of Work:	<b>37.5 hours per week</b>
Department:	<b>Otolaryngology-Head and Neck Surgery</b>	Salary scale:	<b>\$23.25/hr to \$25.32/hr</b>
Start Date:	<b>ASAP</b>	Probation Period:	<b>6 months</b>
Position:	<b>Full Time Permanent</b>		
<b>Applications to be Received by: August 12, 2022 at 4:00 p.m.</b>			

### Qualifications

The successful candidate will preferably have a minimum of 2-3 years related experience in a clinical and/or surgical office setting, Grade XII education (MB Standards) and successful completion of a Doctor's Assistant/Clinical Office Assistant Program and/or a recognized Medical Secretarial/Administrative Training Program with equivalent related experience.

#### Additional requirements:

- Well-developed interpersonal skills when communicating with patients, physicians' offices, and staff over the phone, in writing or in person
- Ability to work independently and as a team member
- Effective and clear verbal and in written communication skills
- Excellent planning, organization, problem solving and time management skills are required
- Demonstrated ability to complete assigned projects and additional tasks when assigned
- Experience in coordinating and slating Clinical appointments/O.R. procedures, patient admissions, and related tests is preferred
- Basic knowledge of surgical billing processes, medical terminology, and transcription
- Experience working with hospital/clinical patient information system (Accuro/MSI) or other computerized scheduling systems would be an asset
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) is required
- Word Processing speed of 50-60 w.p.m. with a high degree of accuracy is preferred
- Ability to maintain a positive outlook when challenges arise

### Representative Duties

Under the general direction of the Managing Director and the Surgeon(s), the successful candidate will be responsible for the effective and efficient provision of clinical support activities.

#### Duties include:

- Scheduling clinic appointments, arranging investigations, and slating OR procedures;
- Coordinating physician's calendar with respect to surgeries, meetings, clinics, and teaching sessions; as well as preparing call schedules
- Triaging of telephone calls and reception duties;
- Typing a variety of confidential material related to administrative, patient care, research and teaching activities; as well as processing of digital/manual transcription;
- Basic billing procedures;
- Filing and processing mail;
- Miscellaneous administrative/clinical duties as assigned.

*This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment. The successful candidate will be responsible for any service charges incurred. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment.*

The University Medical Group is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual and gender identities, and others who may contribute to the further diversification of ideas.

If you require accommodation supports during the recruitment process, please contact the UMG Business Office at [info@universitymedicalgroup.ca](mailto:info@universitymedicalgroup.ca) or 204-789-3645. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

*"We thank all who apply and advise that only those selected for further consideration will be contacted"*