

Job description

MEDICAL OFFICE ASSISTANT (Part-time)

Position Overview

Are you a versatile and dedicated Medical Office Assistant capable of managing diverse responsibilities? Do you bring a passion for a patient-centered approach within a multidisciplinary healthcare setting? Do you have 1-2 years of proven experience with MedAccess? Are you seeking the flexibility of a part-time role within a supportive, interdependent team? If so, we would love to hear from you!

Dr. Attwell's office has a new opportunity for a part-time Medical Office Assistant (MOA) to join their team. In this role, you'll be a first point of contact for patients, providing essential support to both our medical professionals and fellow team members. The MOA is responsible for a wide variety of clerical and medical office duties, including client reception, appointment booking, recall system, document management (importing, attachment & categorizing), requisition and result tracking, POS transactions, supply ordering, and exam room preparation and cleaning. This position is ideal for someone seeking to work in-office two (2) days a week (Thursday - Friday), with the possible occasional extra shift for sickness or vacation coverage.

Qualifications

- Medical Office Assistant Certificate, or equivalent education and experience.
- 2+ years' experience in a paramedical/medical office environment and/or Camosun College MOA training with practicum
- Knowledge of medical terminology is an asset.
- Proficiency in computer skills, including a minimum typing speed of 50 wpm.
- Demonstrated competency in all functionalities of the MedAccess EMR system.

These Skills and Abilities will help you thrive

- Exceptional interpersonal abilities, along with a mature and compassionate demeanor.
- Strong communication skills, both written and verbal, with a lens of empathy and active listening skills.

- Self-motivated and service oriented, capable of working independently and managing tasks efficiently.
- Detail oriented and focused on ensuring accuracy in administrative tasks and patient care documentation.
- Collaborative with an openness to continuous learning and improvement.
- Critical thinking and ability to solve problems with an innovative approach.
- Ability to handle sensitive patient information with discretion.
- Willingness to adapt to changing schedules and job demands.

About Dr. A. David Attwell, Inc.

Dr. Attwell's dynamic and collegial practice is located in the heart of Oak Bay. This clinic has been providing exceptional care to Victoria families for close to thirty years in the context of a welcoming, respectful, and inclusive environment. The supportive staff team consists of multiple doctors and medical office staff.

Job Types: Part-time

Pay: \$25.00-\$28.00 per hour

Expected hours: 16-18 hours/week

Benefits:

- Health spending allowance
- On-site parking

Schedule:

- 8-hour shift
- Day shift
- No weekends

Experience:

- MedAccess: 1 year (required)

Work Location: In person