

FULL TIME MEDICAL SECRETARY

The South Asian Network Supporting Awareness and Research (SANSAR) is a non-profit organization serving South Asian communities across the Greater Toronto Area. Our objective is to help South Asian families reduce their risk for heart disease and diabetes through education, increasing awareness, advanced screening and research. For a full list of our programs and initiatives, visit our website at www.sansar.org.

We are seeking an experienced and professional **full-time Medical Secretary** for our South Asian Cardiovascular Risk Assessment Clinic. **Ability to speak South Asian languages fluently (Hindi and preferably Punjabi as well) is absolutely mandatory.** This clinic is located in Brampton, and is open on Tuesdays – Saturdays from 9 am to 5 pm.

The candidate must have prior experience working in a specialist's office. The candidate must be willing and motivated to provide exceptional patient care both clinically and by creating an outstanding patient service experience for each and every patient visit. The Medical Secretary works as a partner in the clinic together with the Physician(s), Office Assistants, Diagnostic Staff, Program Coordinator and the Operations Manager to provide a welcoming and caring environment for patients.

The candidate will be responsible for but not limited to;

- Greeting and registering all patients – ensuring information on file is up to date, and inform appropriate staff of patient's arrival.
- Making sure virtual charts are up to date with appropriate documents
- Booking referrals, follow-up tests, and other procedures
- Scanning and Faxing documents using EMR system
- Calling patients to confirm appointments
- Process incoming/outgoing mail
- Performing ECG's on patients, and taking anthropometric measurements
- Occasionally performing phlebotomy
- Accurately documenting patients' medication list and vitals in EMR
- Assisting with the promotion of various SANSAR programs and initiatives, including Mera Dil Healthy Living Classes, South Asian Adolescent Diabetes Awareness Program, annual gala, etc.
- Assisting the Program Coordinator promote the clinic using marketing materials, mail-outs, faxes, etc.

The successful candidate will:

- Have excellent interpersonal and communication skills.
- Be proficient in the use of Electronic Medical Records systems, preferably Accuro.
- Have strong multi-tasking, time and project management skills.
- Have excellent work attendance, punctuality and reliability.
- Be able to work in a fast-paced, deadline-driven environment.
- Have at least 1 year of experience performing phlebotomy.
- Be fluent in English and Hindi (the ability to speak other South Asian languages is beneficial).
- Have completed a high school diploma and **have at least three (3) year's recent and related experience in a specialist's office** (i.e. in a hospital, clinic setting) or an equivalent combination of education, training and experience.
- Demonstrate SANSAR vision, mission, and values.

Please send your cover letter and resume to admin@sansar.org by Monday, October 2nd, 2017. Interviews will be taking place on October 3rd, 4th, and 5th.

Only those candidates that fit the above criteria will be contacted for an interview. Thank you to all who apply.