

Required Background

- Two year Medical Administrative Program at the Community College level
- Three years current experience in one or more of the following: outpatient clinics, physician's office or community health center.
- Equivalent education and experience will be considered.
- Medical Terminology
- Pharmacology course an asset

Special Skills

- Strong organizational and self-management skills
- Strong interpersonal and communication skills (both verbal and oral) and ability to work within a team environment
- Knowledge of skills required in the position
- Sensitivity to cultural, religious, language and gender differences
- Familiarity with electronic medical records, word processing, e-mail, and internet search methods
- Ability to prioritize, manage time effectively and be flexible in a fast-paced setting
- Strong problem solving skills
- Maintains privacy, confidentiality and security of patient information.

Decision Making

The MOA makes some decisions in consultation with the nurse. Most decisions are routine.

SUPERVISORY RESPONSIBILITIES:

Do you have any supervisory responsibilities? **No**

If you responded yes to the above question, which of the following duties do you perform for employees who report to you?

You have the right to hire or you make the effective recommendation to do so:

You have the right to fire or you make the effective recommendation to do so:

You are responsible for handling disciplinary matters including issuing written warnings:

You are responsible for conducting performance appraisals:

You are responsible for delegating work and ensuring that it is satisfactory:

SIGNATURES:

Incumbent

Date

Supervisor

Date

Department Head

Date