



BOYLE McCAULEY HEALTH CENTRE  
10628 96 ST NW  
EDMONTON AB T5G 2K8  
780 422 7333

Job Title:	Medical Office Assistant
Reports to:	Clinic Manager/Clinical Team Lead
Position Type:	Casual
Hours:	Varied (typically Monday-Friday, occasional weekends)

### ***About Boyle McCauley Health Centre***

Boyle McCauley Health Centre provides interdisciplinary, team based, integrated, comprehensive, and person-centered primary health care for vulnerable Edmontonians with complex needs. Through primary care and health promotion, The Boyle McCauley Health Centre improves the quality of life and well-being of populations and individuals who face multiple barriers to accessing health services. The BMHC achieves this by providing the highest standard of evidence-informed and client focused inter-professional care. We collaborate with our clients to address the broad determinants of health.

### **Job Description**

Medical Office Assistants are an essential part of the team at BMHC. BMHC's main clinic operates on a team-based model – each clinical team includes nurses, MOAs, physicians, nurse practitioners, health navigators, and outreach workers. MOAs fulfill vital roles within the clinic structure, with key responsibilities as below:

### ***Key Responsibilities***

- Clinic Flow Duties
  - o Be proficient with operating clinic electronic medical record (MedAccess)
  - o Check in patients and update patient information, take vitals signs, and show patients to treatment rooms.
  - o Schedule, coordinate, and confirm appointments
  - o Stock and set up treatment rooms as required
  - o Chaperone appointments as needed
- Coordinate medical documents and records
  - o Transcribe consult letters, and follow up with consult reports
  - o Prepare pre-op prep work
  - o Prepare lab requisitions

- Prepare invoices, scan, and mail documents
- Prepare legal invoices and chart transfers
- Be responsible for data collection and compiling statistics
- Coverage for alternate BMHC sites
  - May include: Supervised Consumption Site, Dental Clinic, Offsite/Outreach locations

### ***Qualifications***

- Completion of recognized Medical Office Assistant certificate program
- Minimum two years' experience in medical clinic operation, or equivalent combination of education and experience

### ***Skills and Competencies***

- Able to balance numerous demands and conflicting priorities, strong problem-solving skills.
- Ability to work co-operatively within a multidisciplinary team
- Ability to demonstrate patience and understanding for those with addictions and behavioral disorders
- Strong computer proficiency
  - Experience with MedAccess EMR an asset
  - Experience with Office365 suite – Word, Excel, PowerPoint, Teams
  - Database creation and maintenance
  - Proficient typing ability
- Excellent written and verbal communication skills
- Has a good understanding of trauma-informed care, and must be able to operate within a harm reduction model of care

*Salary: a competitive compensation package commensurate to experience will be provided*

Please submit resume with cover letter to:

[careers@bmhc.net](mailto:careers@bmhc.net)

Placement date: Immediate