



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:	Full-Time and Casual
Hours:	Varied (typically Monday-Friday, occasional weekends)
Compensation:	~ \$19-25/hr

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. Clinical care at BMHC is provided always with the client's best interests in mind, and with consideration that clients accessing Boyle McCauley often face many systemic barriers and obstacles to accessing care in conventional settings. 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); provide structure to flow of patients throughout clinic, and be accountable for accurate, thorough documentation
 - o Check in patients and update patient information, take vital signs, and escort patients to treatment rooms.

- Provide oversight of clinic common areas, including waiting areas, screening area, and immediate areas externally.
- Schedule, coordinate, and confirm appointments
- Stock and set up treatment rooms as required
- Chaperone appointments as needed
- Sterilization of medical equipment and instruments
- Coordinate medical documents and records
 - Transcribe consult letters, and follow up with consult reports
 - Prepare pre-op prep work
 - 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

Placement date: Immediate