MEDICAL SECRETARY

We are looking for a Medical Secretary with a certified medical transcription specialty to join our dynamic Medical Records team at Shriners Hospital for Children, and make a difference!

As a Medical Secretary in the Medical Records Department, you will be called upon to support the entire interdisciplinary team in clerical or clinical-administrative tasks and to perform medical transcription.

Reporting to the Head of Medical Records:
- A person who assists one or more physicians or professionals and the working team in their administrative and professional functions.
- He/she prepares and enters medical records, reports and requests for analyses, operating protocols or other work into the computer from written texts, handwritten or dictated from a central digital dictation and voice recognition system. He/she prints and transmits them to the appropriate personnel.
- He/she may provide customer service by greeting users, setting up appointments, receiving and transmitting messages to the staff concerned and to users.
- He/she may open mail, draft correspondence and maintain file folders.
- She must have knowledge of medical terminology and medical transcription in hospitals.
- She responds to requests for information within her area of responsibility.

Requirements:
- ASP in medical secretarial studies or DEP in secretarial studies with relevant experience as a medical secretary issued by a school recognized by the Ministère de l’Éducation, du Loisir et du Sport or the equivalent (specialization in medical secretarial studies of 450 hours or in medical terminology or AEC in medical transcription or AEC in medical assistant of 60 hours);
- Recent* knowledge of medical terminology and medical transcription (*recent refers to a period of less than 5 years);
- Knowledge of using a central digital dictation system;
- Typing speed of at least 40 words per minute;
- Have an adequate knowledge of spoken French;
- Thorough mastery of written English;
- Demonstrate initiative and be autonomous;
- Respect for confidentiality, discretion and interpersonal skills;
• Successful completion of qualification tests related to the duties;
• Double vaccination COVID-19.

We offer you:
• Permanent full-time position (35h/week) Monday to Friday;
• Possibility of part-time remote work in medical transcription functions (on-site presence in clerical and administrative functions);
• Salary of $22.36 to $25.00 per hour according to experience ($40,836.07 to $45,657.50 per year according to experience);
• Being a private establishment under agreement with the health and social services network, we offer the same conditions as the public sector, including a pension plan (RREGOP), 13 statutory holidays per year, 9.6 sick days per year, group insurance, 4 weeks of vacation after one year, and an employee assistance program. In addition, you will benefit from free parking (under certain conditions) or a discount for the use of public transportation (Opus card), support for work-family balance, an affordable cafeteria and a social club.

Interested in working with us? Send us your resume and letter of intent to recrutement@shrinenet.org

The use of the masculine gender in this document is for the sole purpose of lightening the text. The Shriners Hospital for Children - Canada is an equal opportunity employer and invites applications from women, visible minorities, ethnic minorities, persons with disabilities and Aboriginal peoples.