

Formerly Abbotsford Community Services

**JOB POSTING #2022-125-08**

**INTERNAL/EXTERNAL**

**Foundry Abbotsford**

**Medical Office Assistant**

**Wage: \$21 per hour**

**Full time: 35 hours per week, Monday to Friday**

**Temporary**

**Greet patients and Provide Reception Services with the Foundry team at Archway  
Come Help Us Help People**

**Location: Abbotsford, BC**

**Onsite**

### **Job Summary:**

The Medical Office Assistant provides administrative and client service to the Abbotsford Youth Health Centre (AYHC) and Foundry Abbotsford. This position focuses on greeting patients, providing reception services, clinic administration tasks, and collecting and maintaining client information.

### **Your Role:**

Archway's Medical Office Assistant with the Abbotsford Youth Health Centre and Foundry Abbotsford contributes by:

- Registering and triaging patients, completing intake packages and mental health questionnaires, and setting new patients up with the Foundry toolbox system.
- Responding to phone calls, faxes, e-mails, voicemails, answering questions, processing requests and directing to the appropriate service.
- Distributing messages to the appropriate practitioner and returning patient calls in a timely manner.
- Checking all Medical Office Assistant tasks daily, ensuring patient flow, and keeping referrals and their status up to date.
- Ensuring that highlighted tasks on patient charts are completed.
- Notifying patients about specialist or imaging appointments and/or return visits. Assisting clients with scheduling, rescheduling or cancelling appointments.
- Ensuring all specimens are labelled and that their requisitions are properly filled out.

This position is a great fit for someone who has good customer service skills, patient focus, knowledge of the MSP billing process, and understanding of patient privacy and confidentiality.

## Our Offer

- Wage: \$21.00 per hour.
- A full-time temporary 3-month position at 35 hours per week, Monday to Friday including some evening work.
- This position would start approximately August 22, 2022 for about 3 months and then continue as a backfill casual position.
- Build your experience as a Medical Office Assistant.
- Great in-house training opportunities.
- Access to on-line wellness resources.
- Rewarding work in a positive environment.
- Work-life balance.

## Getting an Interview – you will be considered if you have:

- A Medical Office Assistant Certificate.
- One year experience working in a medical practice.
- Knowledge of the MSP billing process and medical office software.

## The Job Requires you to have:

- COVID 19 vaccinations.
- The ability to switch task as the position may experience frequent interruptions.
- The ability to interact with people who may be in difficult situations.
- A flexible schedule, including possible evening work.
- A satisfactory criminal record check is a condition of employment.

**Closing date is August 14, 2022**

### TO APPLY

Interested applicants are to reference **Posting #2022-125-08 in the subject line.**

Please submit your cover letter and resume to:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting #2022-125-08

**No phone calls please. Only short-listed applicants will be contacted.**

**Must be legally entitled to work in Canada.**

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to [jobpostings@archway.ca](mailto:jobpostings@archway.ca) with **DO NOT FORWARD TO OTHER PROGRAMS**, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

*Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.*

*We invest in the mental health and wellbeing of our employees.*