



**EMPLOYMENT OPPORTUNITY:**

<b>JOB TITLE</b>	<b>MEDICAL OFFICE ASSISTANT</b>
<b>JOB LOCATION</b>	<b>Stoney Health Centre buildings</b>
<b>SUPERVISION RECEIVED</b>	<b>Manager of Primary Care</b>
<b>JOB ID #</b>	<b>70-2024-05</b>

**POSITION SUMMARY**

The Stony Health Services (SHS) Medical Office Assistant will answer the telephone, schedule and confirm medical appointments, greet patients, and take messages.

**Tasks, Duties and Responsibilities:**

- Use health software and other computer applications to book appointments or prepare reports, invoices, financial statements, letters, case histories, and medical records
- Interview patients to complete intake forms or other documents, or help patients’ complete health history forms
- Transcribe handwritten notes, electronic dictation, or oral instructions
- Complete insurance and other claim forms
- Submit billing claims
- Process payments, bank documents, and accounts receivable
- Set up and maintain records management systems, including classifying and coding electronic and hard-copy files
- Operate complex office equipment such as voice mail systems, photocopiers, fax machines, and document scanners
- Keep examination areas clean, orderly, and stocked with supplies
- Perform minor medical duties, such as preparing the consultation room
- Take vital signs and help with examinations
- Use word processing, spreadsheet, database, and presentation software to prepare medical documents
- Perform other clerical and administrative functions as assigned

**Education, Skills & Qualifications:**

- High School Diploma
- Post-secondary certificate or diploma in medical office assisting (MOA), Health Information Office Assistant or related diploma ***an asset***
- 2 years related experience preferred
- Must be able to communicate effectively in both Stoney and English

**Employment Conditions:**

- Clear Criminal record check and vulnerable sector
- Class 5 Advanced Drivers License and Clean Driving Record

***While preference is given to candidate(s) with the listed credentials and experience, Stoney Tribal Administration is open to recruiting candidates of vary educational backgrounds and experience. If you feel you have the right attitude and drive, there will be opportunity for training and professional development to successful candidates.***

Interested applicants may forward their resume or application form on or before **March 15<sup>th</sup> 2024** to:

[employment@stoney-nation.com](mailto:employment@stoney-nation.com)

***Stoney Nakoda Nations adheres to Section 1-9 of the Aboriginal Employee Preference Policy for candidate shortlisting displacement. Only shortlisted applicants will be contacted for interviews.***