



# Medical Office Assistant (MOA)

## Full-Time, Permanent

Located at **9720-106 Ave NW, beside Hope Pharmacy in the inner city**, the EOPCN Nurse Practitioner led clinic is recruiting for an MOA. The ideal candidate for this position will have a passion for making a difference in the lives of vulnerable and marginalized populations and experience working within the inner city. You will support a clinical team of nurse practitioners, licensed practical nurses and social workers and will be integral to the success of the clinic operations.

### Responsibilities/Duties:

Reporting to the Clinical Manager or designate, the MOA supports the delivery of Primary Care Services in the interdisciplinary clinic setting. The MOA uses clerical processes as a member of, and in collaboration with, the multidisciplinary team, in the delivery of consistent quality care to meet the needs of the patient/client.

The MOA accepts responsibility for continuing competency through ongoing professional development including participation in education programs, research, and quality activities. The MOA adheres to professional clerical standards, and Primary Care Network Edmonton (EOPCN) policies and procedures. The MOA practices in a setting where patient care needs are well defined and established, and where changes in health condition of the patient may be unpredictable.

The position is also responsible to:

- Maintain ongoing tracking and appropriate documentation on referrals
- Investigate and follow up on missing or outstanding specialist appointments as required
- Book initial specialist appointments
- Prioritize urgent referrals as required
- Chart relevant data into the electronic medical record (EMR) e.g., record faxes sent, etc.
- Record complete and accurate relevant data for every patient/ client in a retrievable form according to EOPCN policies
- Record and document all pertinent, updated information in the EMR
- Participate in programs to develop and maintain competency and promote professional growth

### Qualifications:

Please note that all candidates for this position must have:

- Graduate of an approved Medical Office Assistant program
- Healthcare Provider CPR
- High school diploma
- Preference given to those with Accuro EMR experience
- Medical terminology
- Knowledge of proficient computer skills
- Experience using electronic medical records



- A minimum of one-year experience in a medical office setting is required
- Demonstrated communication, interpersonal skills, and team player skills are required
- Ability to foster and maintain relationships with a wide variety of stakeholders and responsibility levels

### APPLY TODAY

The EOPCN offers a competitive compensation package with comprehensive benefits, opportunities for continuing education and career growth, and an outstanding work environment.

Please submit your resume and cover letter **specifying your clinic and EMR experience** by email to:  
[jointheteam@eopcn.ca](mailto:jointheteam@eopcn.ca) (Attn: Tanya)

POSTING EFFECTIVE until suitable candidate is found.

We thank all candidates in advance for their applications, however, only those being selected for an interview will be contacted.

Successful candidates will be required to provide proof of their COVID-19 vaccination prior to their start date. If you are the successful candidate and cannot be fully vaccinated on the basis of a protected ground under human rights legislation, you may request an accommodation that will be reviewed by the EOPCN.