



Referral Coordinator

Full-time Position

The Edmonton West Primary Care Network is a joint venture between participating local family physicians and Alberta Health Services and Alberta Health and Wellness.

Our mandate is to sustain and enhance the quality, coordination, and integration of health care services in the Edmonton West area and to improve the quality of life for the community of patients and physicians.

The Edmonton West Primary Care Network is seeking an experienced Medical Office Assistant, Medical Secretary or Medical Receptionist looking to work to their full scope of abilities and who is eager to assist in a new initiative that will enhance primary care for our patients. The successful candidate will function as part of a multi-disciplinary team based in the PCN's centralized office in Edmonton. This individual will work directly with physician clinics in scheduling and tracking of appointments with specialists.

The ideal candidate for this position should meet the following requirements:

- Excellent organizational, communication and time-management skills
- Medical Office Administration Diploma
- A typing speed of 60 wpm or higher
- Medical terminology and transcription
- High awareness of the program and services of Alberta Health Services and other agencies available in the community
- Demonstrate knowledge/expertise at an advanced level with Microsoft Office applications (Outlook, Calendar, Word, Excel and Power Point)
- Knowledge of clinical procedures an asset
- Knowledge of EMR's and Alberta NetCare an asset
- Minimum of three years' experience in a medical setting, particularly community health, is an asset
- Specialist/program referral experience an asset

Please forward a letter of interest and resume

Cheri Ell, Program Coordination Manager

#301, 8708-155 St Edmonton, AB T5R 1W2

Phone: 780-702-6863 fax: 780-481-9149

Email: cheri.ell@edmontonwestpcn.com

Only candidates selected for an interview will be contacted.