



## **TITLE**

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Clinical Coordinator

## **LOCATION**

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Vancouver (IMA Division)

## **STATUS**

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Permanent, part-time

## **POSITION SUMMARY**

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Responsible for medical briefs (files) from time of referral until assessments take place. Receive, review and organize medical briefs received from referral sources and create accompanying documents lists. Follow-up if information is missing. Liaise with independent evaluators and ensure that each evaluator has all available Medical Documentation and necessary Forms to proceed with the assessment. Back up Admin duties as required.

## **MAJOR RESPONSIBILITIES**

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1. Organize medical documentation according to established protocols.
2. Create or update accompanying Documentation Review List.
3. Update internal database with accuracy and consistency.
4. Arrange with outside offices for release of records.
5. Scan medical documentation and distribute using available technologies.
6. Preparation and distribution of medical documentation packages for all evaluators.
7. Chaperone assessments when requested by Medical Evaluators.
8. Complete all filing.
9. Assist with all other duties as required including answering phones, copying etc.

## **QUALIFICATIONS REQUIRED**

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- High school education with additional courses in Medical or Office Administration or other related field
- 1 year experience in an office environment, experience with intricate filing and with medical terminology preferred
- Possess a passion for organizing and sorting
- Able to be analytical and look for missing pieces of information
- Exceptional attention to details
- Ability to multi-task and to take initiative
- Intermediate knowledge of Word, Outlook and Internet

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AT: [JOBS.TORONTO@MEDISYS.CA](mailto:JOBS.TORONTO@MEDISYS.CA)**



**PLEASE INDICATE THE POSITION TITLE IN THE SUBJECT LINE.**

We wish to thank all applicants in advance for their interest; however, only those who will be considered for an interview will be contacted. Please note that the masculine gender is only used to simplify the text. Medisys is an equal opportunity employer.