

Medical Secretary

Belleville and Quinte West Community Health Centre (BQWCHC) – Belleville Site

Full-time Permanent 1.0 FTE

\$41,314.00 - \$50,213.80 per year – based on 35 hours/week

Job Summary: The Medical Secretary is responsible for client record/file management. Chart management includes incoming/outgoing fax management; electronic data transfer; uploading of relevant clinical and administrative documentation. The Medical Secretary is responsible for third party billing systems; responds to requests for records from clients, legal authorities and other approved agents. The position also provides back-up for clerical, administrative support and reception functions, as required.

Why work here:

- Monday-Friday
- Employer Paid Benefits
- HOOPP Pension
- Collaborative Team Culture
- Values Driven Decision Making
- Trauma-Informed Approach

Key Areas of Responsibility:

- Manages client records: correspondence, consents, referrals, and related documents; manages third party requests and billing.
- Ensures accuracy and timely follow-up for all referrals.
- Maintains up-to-date repository of electronic referral sources in EMR and fax address book.
- Maintains clinical supply inventory.
- Facilitates management of incoming/outgoing mail.
- Conducts scanning, faxing, correspondence.
- Works collaboratively as a member of BQWCHC's interdisciplinary team.
- Assists with reception functions including managing multi-line phone system, greeting clients, and booking appointments.

Qualifications:

- Medical Secretary Certificate and/or equivalent of education and experience in a health care setting.
- Proficiency in the use of computers and various software applications; office equipment.
- Experience with electronic medical record (Telus PS Suites) an asset.
- Seasoned professional with excellent communication skills; ability to work well in an inter-professional and collaborative environment.
- Demonstrated ability to work effectively and efficiently with a focus on detail and accuracy in a fast-paced environment.
- Experience working effectively with communities and individuals who face barriers accessing traditional health care institutions; equitable care, an asset, including those with mental health and addictions challenges; history of trauma, etc.
- Some evening shifts may be required.

To apply for this opportunity please forward your resume and cover letter electronically to hr@bqwchc.com.

Within the subject line of your email, please indicate the position title for which you are applying.

Deadline for applications is Friday May 1st, 2026, at 4pm.

BQWCHC encourages applications from diverse communities including person with disabilities, the 2SLGBTQ+, Indigenous, and racialized communities. If you have a disability and require accommodation to participate in the hiring process, please call 613-965-0698 x 157 or email hr@bqwchc.com. For more information, please visit our website at www.bqwchc.com. We sincerely thank all applicants however, only those selected for an interview will be contacted.