



Medical Administrative Assistant (MOA)

Description

Corydon Medical Clinic is a growing family medicine clinic providing comprehensive primary healthcare services to patients of all ages in Winnipeg, Manitoba.

We are seeking a professional, organized, and patient-focused Medical Administrative Assistant (MOA) to join our healthcare team.

This is a full-time permanent position offering 35 hours per week.

Duties

- Welcome and register patients upon arrival.
- Answer and direct incoming telephone calls.
- Schedule, confirm, and coordinate patient appointments.
- Manage physician schedules and appointment calendars.
- Process referrals to specialists and allied health professionals.
- Coordinate specialist consultations and follow-up appointments.
- Prepare, scan, upload, and maintain electronic medical records.
- Receive, review, and process laboratory, diagnostic imaging, and consultation reports.

Closing Date

September 5, 2026

Categories

Health

Employer

Corydon Medical Clinic Inc.

Location

Fort Garry

Address

894 Corydon Avenue Winnipeg, R3M 0Y4

Job Type

Full-time

Education Level

High School

Wage

\$18.00 - \$22.00

Email

- Maintain and update confidential patient records and files.
- Prepare medical correspondence, forms, and reports based on physician instructions.
- Communicate with hospitals, specialists, pharmacies, laboratories, diagnostic imaging facilities, and other healthcare providers.
- Verify and process medical documentation and referrals.
- Process incoming and outgoing correspondence.
- Manage clinic documentation and filing systems.
- Ensure patient confidentiality and compliance with privacy legislation.
- Perform general medical office administrative duties as required.

Qualification

- Completion of high school or equivalent.
- Minimum two (2) years of experience working in a medical clinic, family practice, walk-in clinic, or similar healthcare administrative setting.
- Experience using Electronic Medical Record (EMR) systems.
- Strong computer skills, including Microsoft Office applications.
- Excellent verbal and written English communication skills.
- Strong organizational and time-management abilities.
- Ability to work independently and as part of a multidisciplinary healthcare team.
- Ability to manage multiple tasks in a fast-paced clinical environment.
- Demonstrated professionalism and strong interpersonal skills.

Assets:

- Medical Office Assistant Certificate or equivalent healthcare administrative training.
- Previous experience working in a Canadian healthcare setting.

- Experience with Accuro EMR.
- Knowledge of Manitoba healthcare referral processes.
- Knowledge of specialist referral pathways and diagnostic imaging requisitions.