



OMSA Health Care Associates

Setting standards of excellence since 1959

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www.omsa-hca.org

information@omsa-hca.org

Dear Doctor:

Thank you for your interest in the Ontario Medical Secretaries Association - Health Care Associates. We will do our best to be of service to you.

Our Job Bank is a free service that we provide for OMA members. The service charge for non-members is \$50. Job opportunities in the medical administrative field are advertised on this site. You are welcome to post your position with us. Just forward to me a job description of the position you would like to fill using the following format at information@omsa-hca.org:

Area: Name of city or borough, and major intersections

Job Description: Full or Part-time, duties (dicta-typing, OHIP billing, patient triage etc.), qualifications required.

Start Date: Provide a specific date or indicate "Immediately"

Salary: per hour or annual

How to apply: (details for applying for the job)

Your posting will appear on our website within 24 hrs. of receiving the posting, and our members will be able to view it for 30 days. To see a sample of our current listings please go to www.omsa-hca.org/career.html. Individuals who wish to apply for your position will call, e-mail or fax you directly. In addition, our opt-in members receive an email informing them of the new posting on the site.

It would be highly appreciated if you let us know when the position was filled and if the chosen candidate was an OMSA member.

Please feel free to call or email me personally should you have further questions or concerns. I am in the office Mondays, Tuesdays and Wednesdays.

I hope this information has been of help to you.

Best regards,

Adriana Quiceno
Administrator
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