



# Jodi Baker

Health Admin Assistant  
All Regions



## Services I can offer to staff include:

### One To One

- Mustimuhw Champion: set up all new clients, provide training for new staff and support to staff that need additional training or assistance.
- Keys, alarm codes, manage phones, cell phones, laptops / computers
- Arrange physical office moves & equipment
- Purchase Orders
- Invoices: receive, code and send to AP for processing
- Travel Claims: receive staff travel claims, add travel codes if needed, sign off and send to A/P and to staff member
- Cheque Rec: receive from staff, code, and send to AP for processing
- Order all Nursing supplies
- Office supply orders, kitchen supplies and other program supplies and manage the inventory and storage room
- Manage incoming referrals: monitor incoming emails, incoming faxes and distribute to appropriate department

### Training Experience

- Medical Office Assistant Certificate
- Mustimuhw
- Food Safe Level 1

## Contact Information

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