

Liver Care Canada

Position: Liver Clinic Receptionist/Liaison
Site: Simcoe Liver Centre (Barrie, Ontario)
Reports to: Physician/ Nurse Practitioner and
Director of Nursing and Clinical Operations
Status: Contract, Part-time



ABOUT US

Liver Care Canada is a Canadian health care logistics company dedicated to the set up and execution of a complete patient care model of specialty liver disease in an outpatient setup. With recent advances in therapies and diagnostics, liver disease patients can be effectively treated outside the hospital system. Our Liver Care Program preserves hospital resources for more complicated cases and also provides an efficient model of care that has been proven effective. Liver Care Canada is a sister company to many other health care corporations and benefits from some of the organizational and administrative plans and policies of the Care Group of companies.

POSITION SUMMARY

Liver Care Canada requires a highly motivated team member within its front desk team to ensure the efficient running of all front desk and patient related activities. The Liver Clinic Receptionist will liaise with the physician, nurse practitioner, management and other clinic staff to ensure effective delivery of Liver Care Canada (LCC) services.

ROLE AND RESPONSIBILITIES

- Support and communicate with medical practitioners;
- Function within a team environment in keeping the office running smoothly;
- Manage the front desk: and coordinate patient care;
- Answer telephone calls and direct them accordingly;
- Greet and check in patients;
- Scheduling patients appropriately, ability to triage;
- Process payments as required;
- Enter billing and receive payments from patients;
- General medical charting and filing (scanning) duties;
- Product inventory management;
- Comply with patient safety and confidentiality policies;
- Ensure equipment is well maintained, order supplies as needed, ensure workspace and overall clinic areas are clean, safe and organized;
- Perform other related clinical and administrative duties as required.

KEY QUALIFICATIONS

- Two years of medical administration/receptionist experience is required;
- Able to demonstrate strong organizational skills, attention to detail, and accuracy is required;
- Superior communication and interpersonal skills;
- Superior customer service skills
- Comprehensive knowledge of patient flow and clinic processes;
- Knowledge of medical terminology and anatomy is essential;
- Proficient computer skills with electronic medical records (EMRs) i.e. Accuro and Microsoft Office applications preferred;
- Must be motivated, self-directed, and able to prioritize and keep pace in a busy, fast

growing
environment;

- Adaptability to manage multiple responsibilities and tasks - during peak periods, the incumbent deals with multiple calls for attention (including physician requests, patients, phones ringing, trouble shooting, charting/filing etc.);
- Leadership capability is a must;
- Ability to work independently as well as a member of a dynamic team;
- Commitment to providing high quality and patient centered care is essential;
- Experience in working with marginalized populations.

If you are interested in applying for this position, please quote this posting in the body of your message and send a copy of your resume and cover letter to apply@livercarecanada.com.

LCC thanks all applicants, however, only those selected for an interview will be contacted.

LCC is a respectful, caring, and inclusive workplace. We are committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.