

Full-Time Medical Receptionist

Looking for a full-time medical receptionist in a new primary care office at **125 Bell Farm Road, Barrie**. The new practice will open November 1st.

Responsibilities would include:

- Answering phones, and in person patient inquiries
- Booking appointments (must have experience with Accuro)
- Arrive patients, with special attention to updating demographics and version codes
- Prepare 3rd party invoices and process payments as well familiar with forms types and how to process them
- Perform general administrative tasks
- Must be able to work independently as well as being an integral part of our team

Experience and Qualifications:

- Graduate of a medical office administration program or minimum 1 year primary care office experience preferred
- Experience with Accuro EMR
- Excellent customer service skills and proven experience in dealing with public in mature, helpful manner
- Excellent verbal and written communication skills with decision making, problem solving and conflict management skills
- Must have strong patient-physician liaison skills

Salary will commensurate with experience

Qualified applicants are asked to send their resume to **Dr.JF.medcorp@gmail.com**