

Stroud Medical Centre

Full Time Medical Receptionist

We are expanding our office – moving in March 2019 (to the corner of Yonge and Innisfil Beach Road) and are looking to hire.

We are a very busy Family Physician's office looking to hire a full-time medical receptionist. Must have a minimum of 3 yrs experience in a Primary Practice setting.

Your primary responsibilities would include:

- *Answering phones, and in-person patient inquiries*
- *Booking appointments (preferably with experience using Accuro)*
- *Arrive patients, with special attention to updating demographics and version codes*
- *Prepare 3rd party invoices and process payments*
- *Perform general administrative tasks*
- *Must have strong patient, physician liason skills*
- *Must be able to work independently, as well as being an integral part of our team*

Candidates who are interested and have the above qualifications can submit their resume to stroudmedical@barriefht.ca or fax to 705-436-7991.

We thank all who apply, but will contact only those with experience.

Closing date Friday, January 18, 2019.