
Medical Receptionist

Busy family practice office looking for a full-time, temporary contract Medical Receptionist for 1 year (possibly more). Monday-Friday with variable hours. Available to start training immediately.

Main Responsibilities include:

- Accurately scanning documents into patient charts.
- Booking appointments for doctor and nurse practitioner
- Perform general administrative tasks such as ordering supplies, filing, faxing, follow up referrals
- Able to assist doctor with vitals when nurse is absent
- Answering phones
- Arriving patients, updating patient demographics, verifying OHIP cards etc.
- Answering phones, reminders and screening for all appointments
- Liaison between patients and specialists

Skills and Qualifications:

- Reliable and dependable applicants required
- Keen eye for detail and strong computer skills
- Familiar with ACCURO (EMR)
- Medical Office Administration Program or previous experience
- Able to multi task, prioritize tasks and be organized
- Problem solving skills

Interested Applicants are asked to send their resume ASAP by email to jaime.kerr@barriefht.ca

We thank all interested applicants, however only those selected for an interview will be contacted.

Notice: This job ad is posted on the Barrie and Community Family Health Team (BCFHT) website on behalf of a separate office, and all recruitment activities are independent from the BCFHT. Please direct applications and inquiries to the hiring office only.