

Medical Clerk

A busy medical practice in Barrie is looking for a medical clerk. Starting salary would be \$17.50/hr.

Duties and Responsibilities

Job responsibilities include the following:

- Working for one physician with a total patient roster of approximately 1700 patients
- Check patients in for their appointment when they arrive at the clinic
- Validate Health Card and healthcare information
- Answer multiple phone lines
- Schedule/reschedule patients for appointments
- Assign faxes, scanning in communication from other offices/hospitals

Key Qualifications and Requirements

- Ability to multi-task
- Time management
- Privacy training
- Typing proficiency, written communication
- Professionalism
- Excellent communication, organizational and time management skills
- Conflict resolution skills
- Knowledge of Accuro an asset

How to Apply

Interested applicants may apply by email to drkali.medicalclinic@gmail.com 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.*