

# Innisfil Health Collaborative is Now Hiring Full-Time Medical Office Administration

## Job Description

We are a very busy Family Physician's office in Innisfil looking to hire a Full-Time Medical Office Administrator. Applicant must have a minimum of one year experience in a Primary Care Practice setting. You will be working collaboratively with our administration team.

## Responsibilities will include, but are not limited to:

- Answering busy phone lines for 7 physicians
- Attending to in-person patient inquiries
- Booking appointments with emphasis on triaging appropriately
- Checking in patients with special attention to updating demographics and version codes
- Preparing 3<sup>rd</sup> party invoices and processing payments
- Uploading incoming faxes to patient's EMR
- Managing schedules for 7 physicians
- Performing general administrative tasks

## Qualifications:

- Minimum 1 year experience in a Primary Care Practice setting
- Strong patient and physician liaison skills
- Must be able to work independently, as well as being an integral part of our team
- Experience with Accuro is preferred
- Ability to thrive in a busy and fast-paced office environment

Candidates who are interested and have the above qualifications may submit their resume to [innisfilphysicians@gmail.com](mailto:innisfilphysicians@gmail.com) or **fax to 705-436-7991**.

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



***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.*