

## **MEDICAL OFFICE ADMINISTRATOR (Part-time)**

**Barrie, ON**

HealthPark Medical Clinics is searching for a friendly, compassionate and caring Medical Office Administrator to join our team in Barrie for a part-time, permanent position.

We're looking for an experienced Medical Office Administrator (MOA) who has worked in a family medicine practice, and has superior customer service skills, a friendly, outgoing personality, and excellent phone manners.

Working alongside our MOAs, the incumbent will be responsible for answering phones; respond to emails; manage the electronic filing and faxing of documents, making appointment calls and promptly respond to tasks within the Accuro EMR program. The MOA works directly with and supports our doctors, nurses and Clinic Manager.

### **Do you have?**

- 1+ year of recent experience in a family practice office with multiple providers/physicians
- Excellent Accuro EMR knowledge and skills
- Competency in managing a very busy desk with multitasking – patients, phones, referrals, task completion, emails, electronic filing and faxing
- Excellent problem solving, communication and organizational skills
- Ability to maintain patient information in highest confidence and be respectful of sensitive information
- Efficiency, accuracy, and strong decision-making skills are necessary for this role
- Completion of a Medical Office Administrator Program

### **HealthPark Medical Clinic offers:**

- Opportunity for growth with a global parent company
- Team meetings & events
- Competitive Pay
- Supportive work environment – we're a great team!

We thank all applicants for their interest in HealthPark, however, only those applicants selected for an interview will be contacted.

**Please see the Northwest Healthcare Properties REIT job posting  
on LinkedIn or Indeed to apply**

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HealthPark Medical Clinics supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications for all qualified candidates including women, visible minorities, aboriginal peoples and persons with a disability.

HealthPark Medical Clinics is committed to improving access and opportunities for individuals with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act.

If you require a specific accommodation during the application, interview or recruitment stage, please contact us by phone at 705-315-2801 x 210, by fax at 705-722-7933 or by email at [lesley.harrington@healthparkclinics.com](mailto:lesley.harrington@healthparkclinics.com) noting "Accessibility Inquiry" in the subject line, in order for appropriate accommodations to be made.