
Medical Office Admin/Reception

Our team at Springwater Medical requires a new member.

Full-Time, Monday-Thursday with alternating Fridays. Must be flexible with hours as needed.

Excellent communication skills and ability to work under pressure is a MUST.

Experience with management of sensitive/difficult situations in a thoughtful, compassionate and professional manner is of utmost importance. Our priority is patient care and management.

Previous experience is an asset with ACCURO EMR knowledge but willing to train the right individual.

Skills/Responsibilities:

- Strong computer skills in MS Office
- Advanced typing skills
- Knowledge of electronic/computer privacy and security issues
- Office administration (answering phone calls, messages, scheduling appointments, sending/receiving fax reports, greeting patients, etc)
- Prepare invoices and taking payments
- Managing documents for office electronic medical records
- Checking patients in and out
- Contribute to office cleanliness

Please email your resume **with cover letter** to: springwaterhealthcentre20@gmail.com

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.