

Innisfil Health Collaborative **Full-Time Medical Office Admin** **One Year Contract Position**

Job Description

We are a very busy Family Physician's office in Innisfil looking to hire a full-time Medical Admin for a one -year contract. 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 3rd 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** or **fax to 705-436-7991**.

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

Closing date June 1st, 2024

