

Job Posting: Medical Office Assistant

Location: North Ridge Family Medicine, 304-5 Quarry Ridge Rd, Barrie ON, L4M 7G1

Wage: Starting at \$20 per hour; negotiable depending on experience

Benefits: Parking covered by employers. Optional health benefits covered at 50% of cost after a trial period. Paid vacation. Sick days.

Hours: Monday to Thursday: 8:30 AM - 4:30 PM & Friday: 8:30 AM - 12:30 PM

Start date: ASAP

About Us:

We are a team of four family doctors and five supporting staff including MOAs, RNs and RPNs dedicated to providing high-quality and compassionate primary care to individuals and families in the Barrie area. We are a full spectrum practice part of the Barrie Family Health Organization, offering extended services including obstetrical care through the third trimester, palliative care and procedures such as skin biopsies and IUD insertions. The ideal candidate for our team will be a hardworking, enthusiastic, organized, and professional Medical Office Assistant who excels in a team-based environment and is passionate about patient centred care. We view our medical office assistants as an integral part of our team, being the first point of contact with our patients.

Key Responsibilities:

- Greet and assist patients as they arrive at the clinic including validating health cards, updating personal information and providing relevant screening questionnaires such as the PHQ-9 or Nipissing developmental screening
- Answer phones and schedule appointments including routine or urgent appointments
- Work in a team based manner with office nurses & doctors to appropriately triage patient concerns
- Generate invoices for third party billings, collect and track payments
- Participate in coordination of cancer screenings for patients such as tracking mammograms or pap smears
- Preparing and sending medical records to patients, other physicians or insurance companies
- Result callbacks to patients
- Handle patient inquiries and concerns in a professional manner
- Prepare and manage office supplies
- Perform basic administrative tasks such as filing, faxing, and office organization
- Ensure cleanliness and organization of patient exam rooms and office areas

Qualifications:

- Medical office administration course or certificate required
- Previous experience as a medical assistant or in a healthcare setting is preferred
- Familiarity with Accuro EMR preferred; training provided
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Ability to multi-task in a fast-paced environment

- Proficiency with office equipment and basic computer software such as Microsoft Word and Excel
- A positive, professional attitude and the ability to work well with patients and team members

How to Apply:

Interested candidates are encouraged to submit their resume and cover letter to **info.northridgefamilymedicine@gmail.com**

We will be offering interviews to qualified candidates.

We look forward to hearing from you!

Drs. Fulton, Moss, Dickson & Kazanczuk