

## Job Posting: Medical Office Administrator



**Location:** Springwater, Ontario



**Employment Type:** Full-Time



**Clinic Type:** Family Medicine – 4 Physicians



**Start Date:** As soon as possible

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### About the Role

We are a busy and well-established family medicine clinic seeking a reliable, professional, and highly organized **Medical Office Administrator** to join our team. You will play a key role in supporting four family physicians and ensuring the smooth and efficient operation of our clinic. Familiarity with **Accuro EMR** is essential for this role.

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### Key Responsibilities

- Greet patients in a friendly and professional manner (in-person and via phone)
  - Schedule and manage patient appointments using **Accuro EMR**
  - Maintain electronic medical records and ensure accurate documentation
  - Handle incoming and outgoing correspondence (fax, email, referrals)
  - Process billing and OHIP submissions via Accuro
  - Prepare charts and documentation for physician use
  - Communicate effectively with patients, pharmacies, labs, and other healthcare providers
  - Perform general administrative duties (filing, scanning, supply management)
  - Support physicians with day-to-day clinic operations
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### Qualifications & Requirements

- **Minimum 1–2 years of experience** in a medical office setting, preferably family medicine
- **Proficient in Accuro EMR** – at least 1 year of experience preferred

- Knowledge of OHIP billing processes and medical terminology
  - Excellent communication and organizational skills
  - Ability to multitask and prioritize in a fast-paced environment
  - Professional, compassionate, and patient-focused demeanor
  - Proficiency in Microsoft Office (Word, Excel, Outlook)
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### **How to Apply**

Please send your resume and a brief cover letter highlighting your experience with medical office administration to:

 [springwater.medical@gmail.com](mailto:springwater.medical@gmail.com)

 **Application Deadline:** Until filled

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We thank all applicants for their interest. Only those selected for an interview will be contacted.