

## Medical Office Receptionist

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**Job Types:** Temporary Part time (1 Year)

**Hours of Work:** 4 days a week, 20 hours a week, some flexibility required

**Expected Start Date:** March 15, 2020

**Wages:** \$24.00/hour

**Location:** Arthur, Ontario

**Application Deadline:** January 15, 2020

Please forward all resumes and cover letters to [arthurfamilypractice@gmail.com](mailto:arthurfamilypractice@gmail.com)

Only successful candidates will be contacted for interviews

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### Job Summary:

Seeking motivated individual to work as a part time receptionist at a busy medical clinic. Successful candidate must be self-motivated, organized and have strong time management skills, have excellent communication skills, and willing to grow with our practice.

### Job Duties:

Answering all incoming calls promptly, accurately, and professionally  
Updating and use of the TELUS EMR system  
Sorting and distributing all incoming faxes and scanned reports into the EMR  
Directing patient flow within the office  
Transcription of physician notes  
Following COVID precautions, ensuring cleaning and disinfecting of patient care areas

### Qualifications:

Graduate of a medical Office Assistant or equivalent preferred  
Previous reception experience in a medical clinic an asset  
Experience with electronic medical records an asset  
Experience with OHIP billing an asset

### Competencies:

Excellent multi-tasking, organizational skills and time-management skills  
Decisive and able to prioritize  
Strong written and communication skills  
Strong computer skills, large portion of the job requires typing and transcribing  
Able to maintain confidentiality

### Requirements upon hiring

Police Check Vulnerable Persons  
Proof of immunity for Hep B, Varicella, MMR  
Current CPR Certification