



Arthur Family Practice



Position: Medical Office Receptionist

Job Type: Temporary Part Time (1 Year Maternity Leave Starting Mid-September 2024)

Location: Arthur, Ontario

Wage: \$24/hr.

Posting Date: August 2024

Interested candidates are invited to submit a resume to arthurfamilypractice@gmail.com

Please note that we will continue to accept resumes until the position has been filled.

Position 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.

Responsibilities:

- Answering all incoming calls promptly, accurately, and professionally
- Updating and use of the TELUS EMR system/Ocean
- 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