

Lakehead Nurse Practitioner-Led Clinic

Part Time Medical Reception

Responsibilities:

- Answers multi-line telephone system, books appointments, sends messages regarding patient related information.
- Greets and registers patients to the clinic in a professional and friendly manner
- Rescheduling patients appointments when necessary
- Enters all demographic, health card and pharmacy information accurately in Electronic Medical Record
- The above responsibilities are not to be considered all-inclusive, other duties in the interest of efficient operations of the clinic may be assigned

Requirements:

- Experience with Microsoft Office applications and ability to learn new software applications
- Excellent communication, customer service and people skills
- Ability to maintain confidentiality and impartiality
- Accuracy, attention to detail, and organized
- Experience in the Health Field an asset
- Good Keyboarding skills
- Proven participatory work style, ability to work independently and with a team
- Ability to prioritize, manage time effectively and be flexible in an active work environment
- Exercises good judgment
- Experience with an Electronic Medical Record (EMR) System would be an asset

Salary: \$18-\$19.79 per hour (based on experience) plus Benefits

Hours: 12 - 18.75 hours a week

4:30 – 8 30 pm. Tuesday and Thursday and Saturday 10 am. - 2 pm. Plus 1 day shift (flexible)

Deadline for applications: January 16, 2018

Start Date: March 5, 2018

To Apply for this position: please submit your resume detailing your responsibilities in your positons, in confidence to Linda at: lmqueen@tbaytel.net only those applicants being considered will be contacted.