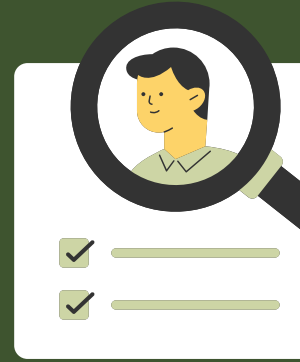


Clarksburg Medical Group

Job Description



Medical Administration

12 Month Contract

About the Team:



The Clarksburg Medical Group is a fast paced medical office providing health care for patients in the South Georgian Bay area. The clinic is currently home to 3 primary care practices, with four physicians and a Nurse Practitioner.

About the Role:



This is 12 month maternity leave position starting mid January 2025. This position will be scheduled for day shift Monday - Friday and will work approximately 32 hours per week. All applicants must have at least 1 year experience in a medical environment, and experience with electronic medical records (PSS preferred).

Duties Include:



- Triage incoming phone calls and book appropriately timed appointments
- Scheduling appointments; announcing (via PS system) patient arrivals, cancellations etc.
- greeting patients & updating profile
- running rooms
- Faxing requisitions for diagnostic imaging and/or lab work
- Follow up of referrals sent to specialists to ensure timely appointments for patients
- Fulfilling requests for medical records from specialists, lawyers, WSIB etc., in a timely manner
- Processing of invoices & payments for non OHIP covered services
- Fulfilling message requests from doctor (i.e. Follow up on referrals, call patient to relay information etc.)
- Scanning of all paperwork received into patient charts efficiently
- Administratively assisting the Nurse Practitioner as needed
- Managing phone system (i.e. Recording outgoing message as needed during clinic closure, schedule changes etc.)
- Maintaining organization of paperwork/files at desk (i.e. Items for patient to pick up, appt. notices etc.)
- Recording specialist appointment times/dates in EMR and relaying the information to the patient in a timely manner
- Other duties as delegated by MD

Skills Required:



- Confident, congenial and positive attitude
- Excellent communication and client service skills
- Ability to triage issues and book appointments accordingly
- Ability to multitask and work independently
- Knowledge of OHIP billing processes an asset

We thank all applicants for their interest, but only those candidates selected to partake in the interview process will be contacted. Please no telephone calls.