

HOPE CENTRE IS CURRENTLY HIRING

Medical Receptionist

Full – time

Monday – Friday 8:30 – 4:30

As a member of the Hope Centre Health Care Inc., multi-disciplinary team, the Medical Receptionist will assist in the day to day operations of the Clinic. HCHC is committed to the provisions of a high standard of holistic health care that is motivated by a practical Christian concern for people.

Responsibilities

- 1) ensuring the community and visitors are directed to the appropriate service component area to maintain effective patient flow,
- 2) receiving incoming calls, screen calls as directed and relay messages to appropriate staff,
- 3) answering general enquires and providing information about HCHC as requested
- 4) receiving, sorting and distributing all incoming mail,

Medical Responsibilities:

- 1) Scheduling and maintaining appointments for all HCHC departments through the Electronic Medical System (EMR).
- 2) Preparing patients health records, creating and assembling new patient records, and for the overall maintenance of patients records,
- 3) Coding and collection of physician billing, entering codes electronically and submitting weekly to Manitoba Health .
- 4) Maintaining up to date filing system for all medical records. Paper system and EMR
- 5) Ensuring confidential handling of all laboratory results/documents and proper filing in patients documents in charts. (EMR)
- 6) Maintain confidentiality at all times.
- 7) Faxing and scanning patient information into patients EMR file, in coming or out going.

Qualification:

Candidate must have excellent computer skills,

Previous experience working with Accuro, and medical software (EMR)

Recognized Medical Administrative Certificate or equivalent 2 years combination of education and experience,

Comprehensive understanding and knowledge of medical terminology required.

Applicant should submit resume and references by – Feb 28, 2018, to:

Hope Centre Health Care Inc,

240 Powers Street,

Winnipeg, Mb R2W 5L1, Or

E-mail- hopece@mymts.net

Attention: Giselle Lamy

We thank you for your interest, only the most qualified candidates will be contacted for an interview.