



Title of position: Receptionist/MOA at St. Albert Medical Clinic
Posting Date: Monday Nov 9, 2020
Closing Date: Friday Nov 13, 2020
Start Date: TBD
Position Type – Full time/Part time
Salary: TBD
Hours: Monday-Friday 9 am – 5 pm

Roles and Responsibilities:

Under the supervision of the Clinic Manager and Physicians, the Receptionist/MOA provides support by performing a range of medical and administrative patient care.

Job Description:

- Answer and respond to phone calls
- Respond/accept online appointment bookings
- Maintain physician schedules
- Prepare charts, data summaries, presentations and other documentation
- Process confidential correspondence and assessments as directed by physician(s)
- Process documentation that must comply with provincial acts and legislation
- Follow-up with clinics or patient for missing information and update patient charts
- Book patient appointments and follow-up reminders
- Adhere to clinic policies and procedures
- Collection of uninsured services
- Monitor exam room occupancy
- Complete eye exams, urine dips, patient vitals and chart result
- Obtain consent forms
- Assist with small procedures
- Assist with screening
- Sterilize and repackage instruments
- Assist with billing
- Maintain sample inventory
- Perform opening and closing duties
- Provide coverage for administrative staff
- Assist in maintaining and updating database through the Electronic Medical Records (EMR)
- Develop new skills and cross-train within other clinic roles including MOA duties

Experience and Qualifications:

- MOA Certification is required
- Minimum two years of medical office experience preferred
- Knowledge of medical terminology and billing procedures
- Beginner to intermediate knowledge of Microsoft Office and Excel
- Experience with Electronic Medical Record (EMR) is an asset
- Typing skills an asset
- Working knowledge of office equipment and machines
- Must speak, read and write English fluently

Preferred Skills:

- Excellent interpersonal and communications skills including oral and written
- Representing the clinic and its Physicians in a professional manner
- Participate in maintaining a healthy and safe work environment
- Maintain confidentiality

Please forward your cover letter and résumé to: careers@saspcn.com