



Admissions/Intakes

Description

We are seeking an Admissions/Intake Coordinator to join our Healthcare Centre's compassionate team dedicated to providing exceptional patient care. In this crucial role, you will be the first point of contact for patients and their families, facilitating a seamless intake process and contributing to a positive healthcare experience. Your empathetic nature, organizational prowess, and attention to detail will ensure that patients receive the care they need while navigating the administrative aspects of admissions.

Duties

- Greet people coming into offices and other establishments, direct them to the appropriate contacts or services, provide general information in person and by phone, and may perform clerical duties and maintain front desk security and security access lists
- Schedule appointments, using manual or computerized systems
- Record bookings, handle credit card checks, receive payments, and issue receipts.
- Interview patients to obtain and process information required to

Closing Date

February 18, 2024

Categories

Services

Employer

Aurora Recovery Centre

Location

Rural

Address

20025 Lakeside Rd Gimli, R0C 1B0

Job Type

Full-time

Education Level

High School

Wage

\$16.00 - \$22.00

Email

provide hospital and medical services

- Greet patients, schedule appointments, using manual or computerized systems, receive and record payment for services, and direct patients to appropriate areas.

Qualification

- High school diploma or equivalent required; College or University degree in HR, Accounting, or related field preferred.
- Previous experience in healthcare, particularly in admissions, intake, or patient coordination preferred.
- Strong communication skills and the ability to convey empathy and compassion to patients and their families.
- Ability to multitask, prioritize responsibilities, and adapt to a fast-paced healthcare environment.
- Positive attitude, team player, and a commitment to providing excellent patient care
- Strong attention to detail and accuracy Strong written and verbal communication skills.
- Ability to work independently and as part of a team.

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Phone

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