



Receptionist

Description

We are looking to hire a medical receptionist with excellent organizational and administrative skills. Medical receptionists are expected to be compassionate and discrete with superb time management and record-keeping skills.

To ensure success, medical receptionists should be confident and professional administrators with good communication and interpersonal skills that will contribute to the efficient day-to-day administration of the healthcare facility. Top candidates will work comfortably under pressure while multi-tasking in a fast-paced environment and can effectively react to patient emergencies.

Duties

Responsibilities:

- Schedule appointments between doctors and patients.
- Complete accurate documentation of patient visits.
- Liaise between clinic and insurance companies with discretion and professionalism.
- Maintain business inventory such as checking supplies, scheduling equipment, and maintenance repairs.
- Ensure that stock levels are adequate and orders are made timeously.
- Professionally assist doctors, staff, visitors, and patients.

Closing Date

May 31, 2024

Categories

Health

Employer

Eastern Healing Centre

Location

Downtown

Address

1036 Portage Ave
Winnipeg, R3G 0S2

Job Type

Full-time

Education Level

College

Wage

\$18.00 - \$18.00

Email

- Maintain confidentiality of all doctor, staff, and patient information.
- Assist with admissions/treatment as per agreed protocols.
- Adhere to policy and procedures, during all activates; Perform all duties within regulations.

Optional responsibilities:

- Communicate medical results to patients under clinical supervision.
- Greet and attend to patients in person and over the phone under clinical supervision.

Qualification

Requirements:

- Innovative thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with the ability to multi-task.
- Strong organizational, administrative, and planning skills.
- Ability to work under pressure and react effectively to emergency situations.
- Ability to use discretion while working with sensitive information.
- Excellent documentation, communication, and IT skills.
- Passionate about healthcare excellence.

Languages

- English

Education

- College/CEGEP or equivalent experience

Experience

- Experience an asset

Work setting

- Health care institution, facility or clinic