



## Medical Office Assistant / Receptionist

### Description

#### Medical Office Assistant/Receptionist

Oak Bluff Medical Centre, 1-15 Progress Way,  
Oak Bluff, MB R4G 0E3

Permanent full-time and part-time positions  
available

In-person/on-site

Hourly wage negotiable

Monday to Friday, 8 am to 5 pm

\*\* Note that clinic hours as subject to change \*\*

Expected hours: Up to 40 hours per week

#### Overview:

We are seeking a collaborative and detail-oriented Medical Office Assistants and Receptionists to join our team at Oak Bluff Medical Centre. The ideal candidate will have strong communication skills and previous training and/or experience in medical office administration.

About Oak Bluff Medical Centre:

### Closing Date

March 4, 2025

### Categories

Health

### Employer

Oak Bluff Medical Centre

### Location

Rural

### Address

Unit 1 - 15 Progress Way  
Oak Bluff, R4G0E3

### Job Type

Full-time

### Education Level

High School

### Email

oakbluffmedical@gmail.com

We're starting out strong with comprehensive family medicine and specialist services, but we have big plans for the future. As a member of our team, you'll be part of a growing clinic that's dedicated to expanding its range of services to meet the diverse needs of our community, serving Southwest Winnipeg, Oak Bluff, and surrounding municipalities.

At Oak Bluff Medical Centre, you'll have the opportunity to make a real impact while working in a supportive, modern environment. If you're ready to be a part of a progressive, patient-focused clinic that values innovation and community engagement, we encourage you to apply for this rewarding role.

<https://oakbluffmedical.ca>

## **Duties**

- Welcome patients in a professional manner
- Answer phone calls
- Direct inquiries to the appropriate personnel
- Schedule patient appointments through the electronic medical record (EMR)
- Maintain the EMR (LibreMD)
- Upload scanned items and faxes into the EMR, ensuring documents are attached to the correct patient and sent to the appropriate provider
- Register patients as they arrive in the clinic for their appointment/walk-in services, including entry of provincial health card and personal information into EMR
- Assisting patients with check-out and providing printed instructions and prescriptions as needed
- Ensure patient rooms are clean and organized between each patient
- Stock rooms including rotating stock to avoid expiration and update supply order list of any supplies required
- Room patients, including taking height, weight, and blood pressure
- Sterilize procedural instruments
- Collaborate with physicians and other healthcare providers in a professional manner to ensure efficient workflow

- Collect cash payment from patients as needed and accurately document in the EMR
- Work with other staff to ensure that drug sample cupboard is reviewed on a monthly basis for expired medications
- Schedule management in EMR: Ensure that physician schedules are reviewed daily and no charge and no show changes are entered
- Ensure physician scheduling templates are up to date and accurate, including updates if physicians are going to be away or have any changes in their availability
- Other duties as assigned

\*\* Job description is subject to change according to clinic needs \*\*

## **Qualification**

- Ability to remain organized and efficient in a fast-paced environment
- Strong communication skills (written and verbal)
- Proficiency with medical terminology
- Experience with phone systems and EMR (familiarity with LibreMD would be an asset)
- Strong administrative skills
- Knowledge of in-office medical procedures

Training and/or experience as a medical office assistant is preferred, but not required.