



We are a multi-site primary care clinic in Barrie and Innisfil comprised of nurse practitioners, registered nurses, registered dietitians, social workers and occupational therapists. Together we provide access to team based primary care to over 6000 residents in our communities.

Medical Receptionist

Working as part of an administrative team, you will welcome patients into the practice and support the smooth day to day operations of the office. This is a full-time (37.5hrs/week) role.

Duties

- Greet and check-in patients in a friendly and professional manner
- Answer phone calls and schedule appointments
- Verify patient information and OHIP coverage
- Maintain patient records within an electronic medical record (EMR) system
- Assist with administrative tasks such as filing, faxing, and scanning documents
- Coordinate referrals to other healthcare providers as needed
- Provide administrative support across all levels of the organization
- Support our programs and services through quality improvement (QI) initiatives, information technology projects and health and safety initiatives

Qualifications

- Exceptional customer service skills to make everyone feel welcomed, heard and supported
- Experience with ACCURO (EMR) system
- Two (2) years experience in a similar role, preferably in a medical setting
- Medical Office Administration/Health Care Admin Diploma- preferred
- Ability to thrive in an environment with frequent interruptions
- Familiarity with VoiP phone systems and office equipment
- Strong administrative skills with attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)

What we can offer:

A collaborative team-based work environment, opportunities for growth and development, and a professional clinical practice environment. Employer paid benefits include HOOPP pension, health/dental benefits and healthcare spending account, professional educational days.

Compensation up to \$42,000.00 annually.

We support diversity, equity, belonging and inclusion and are committed to an inclusive, barrier-free recruitment and selection process and workplace. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Applicants can forward their cover letter and resume to careers@GeorgianNPLC.ca by end of day October 13th, 2025.