

The Georgian Nurse Practitioner-Led Clinic (GNPLC) is a multi-site primary care clinic in Barrie and Innisfil. Our guiding values include; inter-professional collaboration, person centered, empowerment, continuous learning, and quality service development. We are an organization where a supportive and balanced culture exists, and there are many opportunities for personal development and growth. Together we provide access to team-based primary care to over 6000 residents in our communities.

Come join us in this new opportunity:
Medical Office Administrator
at our Innisfil Site in the Rizzardo Health & Wellness Centre

Duties:

- Greet and check-in patients in a friendly and professional manner
- Answer phone calls and schedule appointments
- Verify patient information and OHIP coverage
- Update and 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 all patients and visitors 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
- Familiarity with VoIP phone systems and office equipment
- Strong administrative skills with attention to detail
- Knowledge of medical terminology is an asset
- Excellent communication and customer service skills
- Ability to multitask and prioritize tasks in an environment with frequent interruptions
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams)

What we can offer:

The GNPLC offers a collaborative team-based work environment and opportunities for growth and development. Employer paid benefits include HOOPP pension, health/dental benefits, paid sick days and vacation days. Compensation is \$44,500.00 annually

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