



Carefirst Family Health Team is a non-profit, primary healthcare clinic located in Richmond Hill and Scarborough. We offer medical services and healthcare programs to a diverse community in the Greater Toronto Area.

We are currently seeking a **Medical Receptionist** to join our Scarborough and Richmond Hill locations.

Responsibilities:

- Provide administrative and clinical support to the Family Health Team and Specialist Clinic to ensure smooth daily operation
- Be responsible for greeting and receiving patients for various physicians and other healthcare practitioners and maintain efficient patient flow on a daily basis
- Be responsible for booking appointments, scheduling patients, and providing follow-up; answering the phones, photocopying, receiving faxes and medical reports, and then scanning into the Electronic Medical Records; keeping all files, charts, and records organized, and ensuring a proper filing system is maintained
- Maintain and manage patient records and safeguard confidentiality

Requirements:

- Diploma in Health Care Administration or Medical Office Administration
- At least 3 years' front desk experience in healthcare facility
- Exceptional telephone etiquette and customer service skills
- High degree of accuracy and attention to detail
- Knowledge of OHIP billing and coding
- Strong interpersonal skills, as well as being able to accept work from various sources (physicians, nurses, office manager)
- Well organized and ability to multitask in a fast paced environment
- Available to work flexible hours including evenings and weekends
- Fluent in English and a second language that reflects the community served, such as Cantonese, Mandarin
- Proficient computer skills in Microsoft Office and EMR (Practice Solutions)
- A valid vulnerable sector police record check completed within one year

We are an equal opportunity employer. We are also committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation.

While we thank all candidates for their interest, only those selected for an interview will be contacted.

Please send your cover letter and résumé to:

The Hiring Committee, Carefirst Seniors & Community Services Association
300 Silver Star Blvd | Scarborough | ON | M1V 0G2
Email: hr@carefirstontario.ca
Fax: (416) 502-2382
Website: www.carefirstontario.ca