

POSITION TITLE: Medical Office Receptionist

Employment Type (FT,PT,Contract): PT

Rate of Pay: TBD

Job Location: Oakville

Hours of Work: 8am to 8pm

Start Date: ASAP

Application Deadline: 12/19/2019

COMPANY NAME: Cornwall Medical Clinic

Street Address: 1525 Cornwall Rd, Unit 17

Phone: 289-291-0220

Fax: 289-291-0222

Email: inquiry@cornwallmedical.com

Website: <http://cornwallmedical.com/>

General Description of Duties:**The Receptionist will be responsible for:**

- Greet and welcome guests as soon as they arrive at the office
- Must exude confidence and professionalism.
- Provide basic and accurate information in-person and via phone/email
- Provides the highest level of customer service.
- Fully handles patient scheduling process
- Conducts patient appointment reminder calls, including reminder of any pre-treatment/appointment instructions.

Skills and Experience Required:**The ideal candidate must possess the following:**

- Excellent oral and written communication skills.
- Teamwork and positive, patient focused attitude.
- Highly motivated and energetic with a naturally friendly and professional attitude.
- Demonstrated ability to multi-task, detail oriented, and organized.
- Ability to effectively communicate with patients, staff, and providers.
- Outstanding interpersonal skills and works well with patients using tact and diplomacy.

- **Takes direction well and able to implement given direction.**
- **High level of professionalism and care in personal presentation;**
- **Willing to work a flexible schedule to accommodate patient and clinic needs (morning, evenings)**
- **MR Knowledge to manage data entry, scheduling and patient files.**
- **Process point of sale payments (VISA, MC, debit, cash) and ensure accurate entry into data systems.**
- **Able to correspond with insurance companies and patients to coordinate processing of health claims (3rd party insurers, MVA claims, and WSIB claims)**
- **Maintaining efficient patient schedules to ensure physician time is optimized**
- **Experience with AbelMed is an asset**
- **Open to ongoing staff training.**

How to Apply:

Email: inquiry@cornwallmedical.com

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