

Medical Office Administrator Job description

About Us

We are a boutique surgical clinic that delivers world-class expertise locally, to OHIP and Non-OHIP patients. We maintain the highest standards of patient care and pride ourselves in providing patients with the best possible surgical outcomes and client experience.

Learn more about GPC (Gentle Procedures Clinic), visit: <https://www.gentleprocedurestoronto.ca>

Overview

We are seeking a dedicated and organized Medical Office Assistant to join our healthcare team. This role is essential in ensuring the smooth operation of our medical office, providing support to both patients and healthcare professionals. The ideal candidate will possess strong administrative skills and a familiarity with medical terminology, electronic medical records, and front desk operations.

Duties

- Greet patients upon arrival and manage front desk operations efficiently
- Schedule appointments and manage patient flow within the office
- Maintain accurate electronic medical records (EMR) using Accuro
- Assist with patient check-in and discharge processes, ensuring all necessary documentation is completed
- Answer phone calls, respond to inquiries, and provide information regarding services offered
- Maintain cleanliness and organization of the office environment
- Collaborate with healthcare providers to ensure optimal patient care

Skills

- Proficiency in electronic medical records systems (EMR)
- Strong administrative skills with experience in a medical office setting
- Familiarity with medical terminology to facilitate effective communication within the healthcare environment
- Excellent organizational skills and attention to detail to manage multiple tasks efficiently
- Strong interpersonal skills for effective patient interaction and teamwork
- Ability to handle sensitive information with confidentiality and professionalism

Join our team as a Medical Office Assistant, where you will play a vital role in enhancing patient experiences while contributing to the overall efficiency of our healthcare services.