



1240 Railway Avenue, Suite 212
Canmore, Alberta T1W 1P4
Tel: (403) 609-8333
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MEDICAL OFFICE ASSISTANT (MOA)

Location: Ridgeview Medical Centre, Canmore AB

Hours of Work: Part-time (Monday / Tuesday) until January 2020, then full-time Monday-Friday.

Rate of Pay: \$19/hr, increasing following successful probation.

Job Summary:

Ridgeview Medical Centre is seeking an experienced Medical Office Assistant for a part-time weekday position. This individual performs front desk reception duties, dealing directly with our patients and physicians; provides support to the clinical team and management; and plays a key role in the organization and flow of clinic operations. A calm, friendly, yet efficient demeanour and the ability to work autonomously in busy situations are key to success in this position.

Duties include:

- Opening the clinic daily, ensuring start-of-day procedures are in place;
- Booking appointments, scanning and linking documents within the Electronic Medical Record (EMR);
- Billing uninsured services and collecting payment;
- Answering telephone calls and assisting patients with appointment bookings or messages;
- Tracking patient referrals;
- Completing patient call-backs and appointment reminder calls;
- Greeting patients, assisting in completing health history forms, and showing patients to consultation rooms;
- Preparing consultation rooms for use;
- Operating office equipment such as photocopiers, fax machines, scanners, and computers;
- Providing clerical and administrative support to clinical staff and management;
- Ensuring reception, patient waiting areas and rooms are kept clean and orderly.
- Required Qualifications:
- High school diploma or equivalent, with a related post-secondary certificate or diploma (Medical Office Assistant, Health Information Office Assistant, or similar);
- Minimum of one (1) year medical office related experience;
- Experience working within an EMR (Telus Wolf preferred);
- Demonstrated proficiency in the use of computers, including MS Office;
- Demonstrated ability to work effectively both autonomously and as part of a team;
- Demonstrated organizational, time management, and communication skills;
- Demonstrated ability to deliver exceptional customer service.
- The successful candidate will be required to provide a current, clear Criminal Record Check.

Please forward inquiries to the Clinic Manager at 403-609-8333.

Please submit your resume and cover letter via email to:

Debra Kapitzke, Clinic Manager
dkapitzke@ridgeviewclinic.ca