

Medical Office Receptionist-Youth Internship Program

Eligible for internship if you:

- are a Canadian citizen or a permanent resident, or a protected person as defined by the Immigration and Refugee Protection Act
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- have benchmark level 5 and up
- are a college or university graduate;

Healthway Pharmacy (865 Portage Avenue) have been serving downtown Winnipeg for over 10 years and are looking for a full time medical office receptionist to join our team. Our clinic is a community-centered practice committed to providing high quality, sustainable health care for our patients.

Job Types: Full-time

Salary: \$13.00-\$14.00 per hour

Schedule: 8-hour shift, Day shift, Monday to Friday, No weekend

Duties and Responsibilities include the following (other duties may be assigned):

- Answering phones and making outbound phone calls to patients
- Booking and managing appointments
- Ensuring that all documents, including such as prescriptions, labs, referrals, and insurance forms are processed and potentially faxed efficiently and appropriately
- Attaching incoming documents and managing inbound and outbound referrals
- Protect patient's medical information in accordance with the Personal Health Information Act ("PHIA")
- Ensure the physician has everything required to practice safely and efficiently, ensure patient safety and quality of care
- Assist other employees in their positions,
- Interact professionally with all individuals
- Uphold all policies of the clinic and provide a positive and abuse free work environment,
- Assist any patient in need to the best of our ability. If unable to assist, put the patient in contact with someone who is able to.

Qualifications:

- Knowledge of Accuro EMR software is required
- Fluent in English
- Previous medical office experience is preferred
- Excellent typing skills

**All applicants must demonstrate a dedication toward patient-centered care and take pride in providing outstanding customer service with excellent communication skills and experience. We are looking to hire for this position ASAP, weekends and evenings will not be required. *

COVID-19 considerations:

The employee must be double vaccinated. We are wearing masks in the facility and doing COVID-19 screening of all patients entering the facility, and limiting the number of persons within the facility.

Apply by email: sarshad@successcentre.ca