

Family Health Team

is currently seeking a

MEDICAL RECEPTIONIST

to join our Family Health Team. Our mission is **“To provide leadership and excellence in comprehensive patient-centred primary care through education, research, innovation and care provision in a collaborative, sustainable, inter-professional environment”**.

Our team currently consists of nineteen family physicians, nurse practitioners, nurse educators, registered practical nurses, health educators, social workers, family and marriage therapists, dietitians, chiropractors, clinical pharmacists and specialist physicians. We are associated with optometry, physiotherapy and a chiropractor.

The Centre for Family Medicine’s academic Family Health Team is comprised of four sites and is an integral part of the University of Waterloo Integrated Health Building as well as the McMaster Waterloo Regional Medical Campus. We work in a fully computerized environment and encourage continued educational experiences.

The Medical Receptionist will have front line contact with patients, greet and check in patients for appointments, answer busy telephone lines and book appointments or triage appropriately, scan and label documents appropriately into patient electronic charts, create referrals for physicians to other healthcare providers, collect and reconcile third party billing, complete medical forms and participate in other administrative tasks as required.

Qualifications and Experience:

- 2 - 5 years experience within a medical facility
- Reception or administrative experience
- Excellent customer service skills
- Ability to work in a large team setting
- Demonstrated ability to work collaboratively in a large team setting

At the Centre for Family Medicine we strive to offer an exciting and caring work environment. If this position is of interest to you please send your letter of interest and your Curricula Vitae to:

Nicole Bird, Executive Assistant
The Centre for Family Medicine Family Health Team
10B Victoria St South
Kitchener, ON N2G 1C5
or submit electronically to HR@family-medicine.ca

The Centre for Family Medicine Family Health team is a respectful and inclusive workplace. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact Human Resources at hr@family-medicine.ca for assistance.