

## Kingston Family Health Team

### **Medical Assistant/Receptionist**

The Kingston Family Health Team's 797 Princess Street Location has an immediate opening for a part-time Medical Assistant/Receptionist.

#### **Duties and Responsibilities include:**

- Coordinates all aspects of patients' office contact, including information sharing, check in, Health Card verification, patient direction, and EMR entry
- Provides secretarial support to Physicians
- Patient preparation to see physician (e.g., height, weight, blood pressure)
- Equipment cleaning and sterilization
- Monitors office supply stocks and replenishes as required
- Assisting with Preventative Care reports

#### **Qualifications:**

- Minimum 1 year experience in a medical office environment (primary care experience preferred)
- Diploma in Medical Office Administration or from a Medical Office Assistant program
- Proficiency in Windows and Microsoft office and competent keyboarding skills
- Experience using an Electronic Medical Records system would be an asset (this office uses Practice Solutions)

Please email cover letter, resume and references to: [hr@kingstonfht.ca](mailto:hr@kingstonfht.ca). The deadline for applications is: September 20, 2019.