



Medical Receptionist
35 hours per week –Contract May to August 2024

Quest Community Health Centre is a dynamic non-profit, interdisciplinary health care organization. Our holistic model of care focuses on primary care, illness prevention, health promotion, community capacity building and service integration. Quest delivers healthcare that addresses the underlying social determinants of health, such as poverty, housing, unemployment and food security, all which have a significant impact on health outcomes.

Quest is looking for summer student to help out with the variety of administrative functions.

Responsibilities:

- Provide welcoming, supportive environment acting in a courteous and professional manner, respecting and valuing the diversity of individuals and the community.
- Preserve, maintain and respect confidentiality of client and staff information.
- Screen clients, as well as support scheduling and confirm client appointments, receive and communicate messages for staff, clients and community partners.
- Maintain document management and distribution systems and maintain inventory of forms and supplies.
- Prepare, key in, edit, and scan medical records, reports, articles, case histories and correspondence from machine dictation, shorthand and handwritten notes using computers.
- Accurately label documentation such as charts, requisitions, referrals, and test results.
- Answer and direct telephone calls,
- Attend and participate in staff meetings and special projects as assigned.
- The successful candidate must be available for varying shifts.

Skills Required:

- Proficiency in the use of various computer software.
- Have excellent interpersonal and communication skills
- Have the ability to establish their own priorities to ensure that all deadlines are met and that work flows efficiently
- Highly motivated, well-organized and flexible to adapt to various situations.
- Strong organizational and time management skills to handle multiple assignments and changing priorities.

To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please reply with cover letter and resume to hr@questchc.ca.

We are committed to workplace equity and diversity, and encourage submissions from equity-seeking groups who identify based on ability, cultural background, race, sexual orientation and/or gender.