



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting

Date Printed: 2024/05/07

Medical Administration Assistant

Job ID	23-A9-A0-DA-5A-7E	
Web Address	https://careers.indigenous.link/viewjob?jobname=23-A9-A0-DA-5A-7E	
Company	Scott Street Medical Centre	
Location	St. Catharines, Ontario	
Date Posted	From: 2020-02-28	To: 2020-08-26
Job	Type: Full-time	Category: Health Care
Job Salary	\$23.00/hour	
Languages	English	

Description

Terms: Full-time, Permanent

Job duties of a Medical Administration Assistant include:

1. Updating and maintaining the patients’s health records both physically and electronically.
2. Assisting the patients with required paperwork like registration, intimation to insurance and processing of claims.
3. Processing of insurance claims in compliance with the various law requirements.
4. Using medical softwares like EMR, CGM webpractice, cliniko for smooth management of patients queries and financial transactions.
5. Managing of payments receivable and payable accounts and maintain financial records.
6. Schedule and coordinate appointments after consulting the doctor and conveying the same to the patients in timely manner.
7. Answering patients’s queries and ensuring quality customer service.
8. Collaborating with doctors and nurses to help with medical examinations, schedule tests and order office supplies.
9. Greet the new patients and prepare the case histories of new patients, updating the records of older one’s and scheduling their appointments accordingly.
10. Ensuring compliance of office procedures and protocols with staff and patients to deliver quality services with ease in minimum time.
11. Keeping up-to-date with latest changes in medical and insurance legislation and ensure its compliance and implementation.

Experience

Minimum of 2-3 years of related experience.

Education Requirements

Completion of a College diploma is required.

How to Apply

Interested candidates may submit their resume at admin@scottstreetmedical.com. Only qualified candidates will be contacted.

Job Board Posting



NewCanadianWorker
A Fresh Start for New Arrivals

Date Printed: 2024/05/07

Medical Administration Assistant

Job ID	AFEA83D335F96	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=AFEA83D335F96	
Company	Scott Street Medical Centre	
Location	St. Catharines, Ontario	
Date Posted	From: 2020-02-28	To: 2020-08-26
Job	Type: Full-time	Category: Health Care
Job Salary	\$23.00/hour	
Languages	English	

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Job Board Posting

NoExperienceNeeded.ca
your place for a first step or a fresh start

Date Printed: 2024/05/07

Medical Administration Assistant

Job ID	1F5D4E17779F8	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=1F5D4E17779F8	
Company	Scott Street Medical Centre	
Location	St. Catharines, Ontario	
Date Posted	From: 2020-02-28	To: 2020-08-26
Job	Type: Full-time	Category: Health Care
Job Salary	\$23.00/hour	
Languages	English	

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