

# *Northumberland*

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## Family Health Team

**Medical Receptionist**  
**(Permanent Part Time 2 Days a Week)**  
**Cobourg, Ontario**

The **Northumberland Family Health Team (NFHT)** is seeking a Medical Receptionist to provide patient reception service and administrative support to our inter-professional team. This is a part time position requiring excellent communication, computer and time management skills. Attention to providing exceptional patient centred service in a confidential manner is essential.

This important role requires a team player who is well organized and thrives in a fast paced, dynamic work environment. You will have the ability to work independently with minimum supervision. This position requires the ability to perform a full range of duties and responsibilities including: administrative support, support to integrated health professionals, first point of contact for telephone calls and walk in visitors, scheduling patient appointments and managing patient records using multiple EMR systems.

Ideally you will have a minimum of 2 years clerical experience in a medical family practice environment with an understanding of Electronic Medical Record systems and knowledge of Microsoft programs. A minimum of Grade 12 Education is required and a post-secondary diploma in medical office administration would be an asset.

**NFHT** is a non-profit, primary health care organization providing over 26,000 patients with timely access to a comprehensive range of services and programs aimed at managing and preventing disease and improving health status. The inter-professional team includes 20 family physicians and 17 professional staff, including nurses and nurse practitioners, occupational and physical therapists, dietitians, social workers, pharmacist, chiropractor and respiratory therapist, who work together to provide patient-centred, effective, collaborative and integrated care.

For more information about our organization, please visit [www.nfht.ca](http://www.nfht.ca).

Interested, qualified candidates are asked to submit a resume to Lynne Ferguson at [lferguson@nfht.ca](mailto:lferguson@nfht.ca) by **September 15, 2017**. We thank all applicants, however, only those selected for an interview will be contacted.

NFHT is committed to an inclusive and accessible work environment and supports the compliance of the Accessibility for Ontarians with Disabilities Act (AODA). NFHT requests that job applicants who are contacted for an interview and who require accommodation inform them so that suitable arrangements can be made.