



## **TITLE**

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Booking Clerk

## **LOCATION**

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Guelph – 55 Wyndham St. North

## **STATUS**

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Full-time (42.5 hours), contractual (12 months with benefits)

## **START DATE**

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Late July

## **POSITION SUMMARY**

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Our Booking Clerks are responsible for scheduling appointments as well as providing patient's with information and instructions in a professional and friendly manner.

## **MAJOR RESPONSIBILITIES**

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- Answer incoming calls for appointment bookings
- Provide information and instructions to patients
- Faxing, photocopying and scanning documents
- Entering information completely and accurately into system
- Rearranging schedules to meet changing demands/requests
- General filing and archiving
- Other related tasks as required

## **QUALIFICATIONS REQUIRED**

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- High school diploma
- Minimum of 1 year of relevant experience in a clinic, doctor's office or other healthcare-related environment
- Medical Terminology an asset
- Strong knowledge of Microsoft Office applications (Word, Excel and PowerPoint) and exposure to patient databases and/or appointment scheduling software
- Demonstrated strong customer-service and interpersonal skills
- Must be detail-oriented, organized and an independent worker

**PLEASE SEND YOUR RESUME AND COVER LETTER INDICATING SALARY EXPECTATIONS  
TO [JOBS.TORONTO@MEDISYS.CA](mailto:JOBS.TORONTO@MEDISYS.CA)**



**PLEASE INDICATE THE POSITION TITLE IN THE SUBJECT LINE.**

We wish to thank all applicants in advance for their interest; however, only those who will be considered for an interview will be contacted. Please note that the masculine gender is only used to simplify the text. Medisys is an equal opportunity employer.

Committed to employment equity, Medisys encourages applications from the four designated groups as identified in the Employment Equity Act. Accommodation will be provided in all parts of the hiring process as required under the Medisys Accommodation Policy. Applicants are required to make their needs known in advance.