



## **TITLE**

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Receptionist, Nuclear Medicine and Imaging

## **LOCATION**

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Toronto (1849 Yonge Street)

## **STATUS**

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Permanent Full-time

## **POSITION SUMMARY**

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The receptionist is expected to maintain professional and friendly interactions with patients and referring physicians. Daily tasks will include booking appointments, processing and filing documents and processing billing.

## **MAJOR RESPONSIBILITIES**

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- Answering the phones and booking appointments
- Coordinates Nuclear Medicine patient flow and files
- Registering patients and processing payments
- Answering patients' questions and providing instruction
- Faxing, photocopying and scanning documents
- Deliver reports
- Pulling and filing charts
- OHIP billing and verification
- General filing and archiving
- Other related clerical tasks as required

## **QUALIFICATIONS REQUIRED**

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- Minimum of 1 year of relevant experience in a clinic, doctor's office or other healthcare-related environment preferred
- High School diploma required; (Some) Post secondary education preferred; knowledge of medical terminology an asset
- Strong knowledge of Microsoft Office applications (Word, Excel and PowerPoint) and exposure to patient databases and/or appointment scheduling software an asset
- Demonstrates 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.