



MEDICAL OFFICE ADMINISTRATOR

Company: Evidence Sport and Spine North

Position: Full Time Medical Office Administrator

Industry/Company Description

Evidence Sport and Spine implements the latest research to provide patients with a multidisciplinary approach to musculoskeletal pain management. Be part of a team of highly trained advanced practice physiotherapists, pain physicians, and physiatrists, passionate about providing the highest standard in evidence-based care.

Our multidisciplinary clinic has multiple private rooms and a dedicated gym area. We have a large referral base from family medicine and allied health professionals throughout Calgary and are always working on new partnerships. The clinic develops and runs evidence-based programs such as our Urgent Back Pain Clinic, Concussion Clinic and Clinical Assessment Unit. Our team of Physiotherapists, Physiatrists, Physicians and Nurse Practitioner collaborate in further learning and social events.

Exceptional patient service, collaborative care and continued growth and improvement are highly valued at Evidence Sport and Spine. We are presently seeking a **Full Time enthusiastic Medical Office Administrator** to join our dynamic team and work in a busy environment.

Location: Evidence Sport and Spine North: 201, 2000 Veterans Place NW

For more information visit

<https://www.evidencesportandspinal.com/> and <https://www.momentumhealth.ca/>

Employment Type: Full Time

Required Hours: Monday to Friday 10am-6pm, must be flexible with hours

Start Date: As soon as possible

Compensation: \$17 to \$19 per hour

What We Provide

- Educational opportunities
- Medical benefits after 90 days of employment
- Two annual organizational events and many individual clinic events

What We Are Looking For

- Positive energy and passionate about working with others
- Ability to work in a team-based environment, and contribute to a positive work environment
- Demonstrated exceptional communication with patients and team members

- Problem solving, time management and organization skills
- Ability to remain calm in challenging situations, with multiple and changing priorities or when last minute unexpected issues arise
- Committed to an excellent patient experience
- A hardworking multi-tasker and exceptional attention to detail
- Strong work ethic, self-motivated and the ability to work independently with minimal supervision

Our Medical Office Administrators provide outstanding administrative support to patients and co-workers and keep the focus on patient-centered care.

Required Criteria

- **Must be able to commit to a one year term**
- **Please do not apply if you do not have medical/rehab office experience or you are not serious about a career change**

Primary Responsibilities include

- Ensure efficient, professional, and organized operation of the clinic
- Greet patients, staff, and visitors to the clinic in a professional and courteous manner
- Coordinate the flow of clients and client information through the multi-disciplinary teams
- Initiate, organize and maintain patient files and assist patients through their schedule of appointments
- Perform rehab administrative duties that include, but are not limited to; scan, fax, process incoming and outgoing faxes, upload documents to EMR
- Ability to train for physician administrative coverage
- Effectively manage incoming and outgoing referral processes
- Handle all front desk duties with enthusiasm and professionalism at all times
- Third Party, MVA, WCB, AHS and Private billing and collection
- Maintain, protect and comply with privacy and confidentiality for all patients, staff and physicians in accordance with the *Health Information Act*
- Ensure awareness and adherence to all Momentum Health Policies and Procedures

The Successful Candidate will have the Following Requirements

- **Excellent communication skills, both verbal and written**
- Intermediate to advanced computer skills required
- High school Diploma
- Current enrollment or graduation from a college diploma program in a related field is an asset
- Experience in a medical office environment an asset
- Experience working with medical billing systems: MedAccess, Practice Perfect, Accuro an asset
- Alberta Health Care billing knowledge/experience an asset

To apply to this exciting opportunity, please reply to this posting with your Cover Letter and CV to [HR](#)

We thank all applicants for their interest. However, only those selected for an interview will be contacted.