

# The Hamilton Medical Center Ltd

9 Victoria Street, Hamilton HM11

Requires a

## Medical Receptionist

Duties to include but are not limited to:

- Greeting patients.
- Arranging patient referrals and appointments with other physician and facilities etc.
- The typing of referral letters and other required matter on a timely basis.
- Reception, processing and sending of mail.
- Attending the telephone and answering machine.
- Writing and sending of prescriptions.
- Data entry of patient's diagnoses, transactions, payments and insurance claims.
- Carrying out of the daily "cashing up", deposits and assisting with accounts as necessary.
- Covering of other positions in the facility as necessary and any other tasks which might become necessary to the good functioning of the company.

Knowledge of ICD-9 and CPT coding preferred. Individual must be computer literate and willing to multi- task. Proficiency in the Portuguese language an asset. This is a full time position. Interested applicants should fax their resumes with a minimum of three written employment reference to 295-9935 Dr. J.J Soares **CLOSING DATE** May 6<sup>th</sup> 2013