



**On behalf of our client**  
**HAMILTON MEDICAL CENTER**

**We are seeking**  
**an experienced Medical Office Manager**

This is an exciting and challenging opportunity to manage a busy medical center. Experience in a medical office is paramount with proven interpersonal and time management skills. The applicant will interact with patients, staff, physicians and external clients on a daily basis while managing the day to day operations of the practice to ensure a high level of service to patients and operational excellence.

***Qualifications:***

- A certification as a Medical Assistant from a recognized institution;
- A minimum of five years' experience in a medical practice or medical clinic environment managing the office routine, including writing prescriptions, managing patient charts, scheduling, pre-screen tests, supervision and training of staff, educating patients on products and services;
- Experience in medical terminology, ICD-9 and CPT coding, medical insurance claims and accounting;
- Proficiency in computerized systems as relates to a medical practice ie. Medisoft Accounting, Medical Director, Microsoft Word and Excel, SCHUYLAB and SCHUYMED.

***Duties will include:***

- Greeting and booking of patients in the surgery and laboratory;
- Processing of patient accounts;
- Booking of referral appointments with other medical offices, hospitals and laboratories;
- Processing and editing all insurance claims;
- Filing of reports in patient files;
- Maintaining medical office supplies inventory, including anticipating supply needs, placing and expediting orders;
- Accounts payable, receivables, bank reconciliations, bank deposits
- Staff supervision and training;
- Initiate meetings with staff and physicians to resolve conflicts and improve processes.

This is a full time position during the week with weekend and evening work required.

Please send a resume and a minimum of two (2) employment letters of reference marked Private and Confidential to: **Human Resources Manager, SOS Limited, P.O. Box HM 1721, Hamilton HM GX, Tel: 295-1585 or Fax: 441 295-1495 or email: [hr@capcarsos.com](mailto:hr@capcarsos.com)**

**Closing Date: August 26, 2017**