

Telehealth Administrator:

Salary: \$15.00-16.00 per hour (depending on experience)

Job description

Currently seeking a Part-Time/Full-Time Telehealth Administrator with a minimum 0-1 healthcare experience.

Responsibilities:

- Answering telehealth calls and triaging patients via calls and online
- Navigates the guidelines and search functions, applies established policies and guidelines, assesses the patient's condition/situation and documents the assessment.
- Provides information which is clinically relevant and empowers the caller to make appropriate decisions, including the decision to self-care.
- Accurately and completely documents clinical and other relevant notes within the computer software program in a timely manner throughout and immediately after the call.
- Liaises effectively between caller and third party in critical situations
- Adheres to time utilization guidelines and ensures that personal workflow supports the service to better meet the demand for telehealth services.
- Following on online bookings, referrals, requisitions and tickers

Qualifications:

- Excellent interpersonal, listening and communication skills
- Ability to work independently
- Demonstrated strong decision making, problem solving and critical thinking skills
- Excellent verbal and written communication skills
- Ability to effectively resolve conflict in a productive and respectful manner
- Strong written and verbal English communication skills
- Deals with others in an effective, compassionate and supportive manner
- Ability to work in different shifts
- Ability to work in a team
- Excellent time management skills
- Punctuality and time management skills
- Attendance must be in good standing

Nice to Have:

- Experience working in Telehealth setting
- Degree/Diploma in Healthcare related fields

Work remotely: No

MOA (Medical Office Assistant):

Salary: \$15.00-17.00 per hour (depending on experience)

Job description

Currently seeking a Part-time/Full-Time Medical Office Assistant with a minimum of 1-2 years of clinical experience with EMR.

Responsibilities:

- Using EMR for booking, scanning, faxing, add documents, add specialists, and referral requests
- Greeting patients and booking appointments through the phone and in person.
- Directing patients to exam rooms.
- Cleaning and maintaining all work areas, ensuring they are sanitized and organized.
- Other admin and clinical tasks as assigned.

Qualifications:

- Diploma in Medical Office Assistant or Related Program
- Excellent customer service skills.
- Experience with data entry into a computer system and knowledge of Microsoft Office.
- General understanding of health insurance.
- Detail-oriented with great organization skills.
- Ability to work in different shifts
- Ability to work in a team
- Excellent time management skills.
- Punctuality and time management skills.
- Attendance must be in good standing.

Nice to Have:

- Worked with Various EMR's such as Oscar, PSS, Accuro and other.
- Phlebotomy and Injections Certificate or willing to get trained.

Work remotely: No

Lab Technician:

Salary: \$16.00-18.00 per hour (depending on experience)

Job description

Currently seeking a Part-Time/Full-Time Lab Technician with a minimum of 1-2 years of clinical lab experience.

Responsibilities:

- Assists patients entering the clinic by registering them and assigning them to the wait list to manage incoming patients for the doctor
- Actively Set up patient's charts, including the completion of patient's profile and record vital signs as well as basic initial tests in preparation for the doctor's visit
- Conducts intake activities including but not limited to: venipuncture, processing urine samples and taking vital signs
- Recorded basic measurements such as height and weight, blood pressure, basic urine tests and rapid strep test to ensure patient's profile is up to date and accurate
- Assists physician in procedures such as PAP and swap tests, minor surgical procedures, insertion and removal of IUD, stitches, and sutures when necessary or requested to minimize delays and ensure efficient time management
- Collaborate with doctors and nurses to help with medical examinations, schedule tests and order supplies
- ECG Testing, Simple Wound Dressing, Autoclave and other clinical duties as required
- Operate and apply the blood pressure monitor. Prepares baby/child patients for the well baby/child exam. Accurately measure patient height and weights (including infants)

Qualifications:

- Required: Phlebotomy and/or Injections Valid Certificate
- Comfortable with drawing blood and helping patients to be at ease during the process
- Experience with data entry into a computer system and knowledge of Microsoft Office
- Cleans and sterilizes materials and instruments
- Ability to work in different shifts
- Ability to work in a team
- Excellent time management skills.
- Punctuality and time management skills.
- Attendance must be in good standing.

Nice to Have:

- Worked with Various EMR's such as Oscar, PSS, Accuro and other.

Work remotely: No

Registered Practical Nurse (RPN):

Salary: \$20.00-23.00 per hour (depending on experience)

Job description

Currently seeking a Part-Time/Full-Time Registered Practical Nurse with a minimum of 1-2 years of Nursing experience.

Responsibilities:

- Provide patient oriented, goal directed nursing care in accordance with the standards of care from the College of Nurses of Ontario
- Communicate ideas and concerns to the health care team and participate in problem solving
- Use knowledge, skill and judgment to triage incoming patient calls, assess patient's health needs, discuss test results and respond to questions pertaining to health promotion and disease prevention
- Demonstrate an understanding of chronic disease management and patient self care strategies
- For patient appointments, where applicable, initiate the Electronic Medical Record (EMR) of the patient visit, purpose, history and health care needs
- Record patient vitals and prepare patient and room for examination
- Maintain accurate, concise and confidential EMR documentation to recall patients for health promotion and disease prevention follow up such as immunizations, pap smears, mammograms, FOB testing, bone density, smoking cessation, hypertension, breast feeding support and diabetes
- Manage refrigeration cold chain protocol, manage supply orders for immunizations from Public Health
- Check and re stock/re order Emergency kit supplies, medications, oxygen tanks and defibrillators
- Participate in staff meetings and review current organizational operations
- Maintain that all medical information provided is current and unbiased
- Function as a clinical leader/resource for administrative staff, MOAs and other disciplines

Qualifications:

- Active License as a Registered Practical Nurse (RPN) with the colleges of nurses of Ontario
- Experience with data entry into a computer system and knowledge of Microsoft Office
- Ability to work in different shifts
- Ability to work in a team
- Excellent time management skills.
- Punctuality and time management skills.
- Attendance must be in good standing.

Nice to Have:

- Experience working in Telemedicine nursing setting
- Specialized Nursing Certificates or Experience

Work remotely: No

Clinical Coordinator

Salary: 35-40k Annual (depending on experience)

Job description

Currently seeking a Full-Time Clinical Coordinator with a minimum of 2 years of Healthcare experience.

Responsibilities:

- Manages patient flow and directs the doctor to make sure the practice stays on time.
- Regularly evaluates the Template Schedules and makes suggestions to maximize practice efficiency and staying on time.
- Helps reception staff on daily routines (taking calls, checking faxes, sending consultations, checking ticklers)
- Responsible to ensure proper clinical area appearance, sterilization and restocking by creating daily, weekly and monthly inventory lists.
- Develops a system for training and cross training in all clinical procedures and systems.
- Regularly updates clinical area policies, procedures, and job descriptions.
- Provides leadership by maintaining an excellent attitude while using "leadership by example" and "participative management" as her primary leadership styles.
- Responsible for excellent teamwork and cooperation between the clinical staff and with the front office staff.
- Maintains an objective and somewhat neutral stance while handling conflicts between staff members and doctor.
- Holds regular clinical staff meetings to keep the assistants informed as to the goals of the practice and any changes in policy or procedures. Regularly solicits feedback on areas that need improvement.
- Ensures that periodic performance appraisals and salary reviews are carried out in a timely and efficient manner.
- Manages clinical staff members through proper praise and correction.
- Establishes and maintains a system of inventory that assures adequate supplies at the best prices for the highest quality.
- Helps the clinical staff stay focused on the practice purpose and goals and instills discipline by providing prompt necessary feedback to clinical team members who show any regular work or attitude deficiencies.

Qualifications:

- MUST have a car to drive to clinics
- Appropriately handle difficult communications related to scheduling and patient care
- Handle appropriate positive and negative feedback to constructively motivate, encourage and develop clinical team members
- Ability to work in a team
- Excellent time management and conflict resolution skills.
- Punctuality and time management skills.

Nice to Have:

- Worked with Various EMR's such as Oscar, PSS, Accuro and other.

Work remotely: No