



**Full and Part-Time  
Medical Office Receptionist  
positions available at  
Stittsville Imaging Centre**

1609 Stittsville Main, Ottawa, ON K2S 1N5  
613-714-1000  
careers@stittsvilleimaging.ca

**HOURS OF WORK:** 2-8 hour shifts  
**(08:00-20:00)**

**DESCRIPTION:** **Stittsville Medical Imaging** is committed to bringing a new level of service to the Ottawa/Stittsville area, ensuring that every patient gets the best possible care with as much comfort as possible. By combining the latest in technology with talented and compassionate staff, we seek to offer the the highest quality care, in a patient centred environment. As an Office Receptionist, you will project a positive first impression to all our patients and referring physicians' offices by greeting and attending to them in a courteous and professional manner. You will provide assistance at every opportunity, going above and beyond patient expectations. Our ideal candidate is personable, self-motivated and a quick learner, with experience in a medical setting. Candidates must be able to work shifts between 8am-8pm. If you have a professional demeanor, positive attitude and excellent customer service skills we would like to hear from you!

**PRIMARY RESPONSIBILITIES AND ABILITIES:** (representative but is not all inclusive)

- Greet all patients with a smile and a professional, courteous attitude.
- Organize and maintain records to provide accurate reporting and easy access to information and historical data.
- Check requisitions to ensure accuracy
- Courteously answer the telephone and forward calls to appropriate persons and/or take messages as needed.
- Verify and input patient registration into computer in a timely fashion according to policies and procedures, obtain signatures and initials when required. Help patients fill out paperwork when applicable.
- Schedule patients for radiology exams in the appropriate modalities and time slots.
- Relay information to patients regarding preparation and procedures for radiology exams.
- Properly record and take any patient payments according to policies and procedures.
- Willingness to cross train to provide assistance for other clinic requirements.
- Maintain and inputs all incoming referrals from physicians.
- Keep all patient information confidential according to HIPAA standards.
- Maintain front desk and waiting room appearance.
- Reschedule and confirm appointments when needed
- Process payments for patients not covered under Ontario Health Insurance Plan
- Escort and prep patients for exams
- Follow up with Radiologists and ensure Radiologist rooms are clean
- Attend team meetings as required
- Be a pleasant and excellent communicator with patients, other staff, referring and reporting physicians
- Other duties as assigned.

## **BASIC QUALIFICATIONS:**

- Medical Assistant Diploma or Medical Terminology Certificate with a minimum of 1 year experience in a related field. Equivalencies will be considered.
- CPR Standard First Aid certificate an asset
- Ability to multi-task and work independently
- Proficient computer skills
- Schedule flexibility (with the ability to possibly work Saturdays).
- Great organizational skills, with the ability to efficiently and independently problem solve
- Demonstrated ability with above average written skills, including good grammar, composition and spelling
- Evidence of strong organizational skills with the ability to work under pressure and meet deadlines is essential
- Must have excellent interpersonal skills with demonstrated ability to communicate effectively, courteously and tactfully with all types of people
- Demonstrated ability to maintain confidentiality

**Competitive compensation based on level of experience and diversity of skills**

**Applications will be accepted by email at [careers@stittsvilleimaging.ca](mailto:careers@stittsvilleimaging.ca)**

**Please send current curriculum vitae and cover letter, including name and contact information for reference**