

Medical Office Assistant

Seeking experienced candidate to work in an internal medicine clinic. The candidate must have excellent computer and communication skills. Experience with OSCAR or similar EMR an asset. Commitment to confidentiality and client service a must.

Duties will include managing referrals, receiving phone calls, corresponding with other medical offices, patient registration, scheduling, data entry, patient billing and other duties as assigned.

Please submit cover letter and resume to:

Dr. Theo Jankowski

Suite 130, 520 2nd Ave

Campbell River, BC V9W 6G2

Email: crmoainternalmed@gmail.com