



Medical Administrator

Job Description:

Paqtnkek Health Centre is seeking a highly organized and detail-oriented individual to join our team as a Medical Administrator. In this role, you will be responsible for efficient billing processes and meticulous record-keeping to ensure the smooth operation of our health center.

Responsibilities:

- Manage patient records and ensure accurate documentation.
- Utilize relevant software for medical billing and administrative tasks.
- Collaborate with healthcare professionals, reporting to both the Health Centre Director and the Doctor/Nurse.
- Ensure compliance with Nova Scotia's healthcare administrative protocols.

Requirements:

- Previous experience in medical administration, particularly in Nova Scotia.
- Proficiency in medical billing software and record-keeping systems.
- Strong organizational and communication skills.
- Ability to work collaboratively in a healthcare team environment.
- Familiarity with Nova Scotia healthcare regulations.

Qualifications:

- Diploma or degree in Health Administration or a related field.
- Experience with electronic health records (EHR) and medical billing software.
- Knowledge of Nova Scotia healthcare policies and procedures.

How to Apply:

All interested individuals can submit their cover letter and resume to: david.kearns@paqtnkek.ca, neo@patnkek.ca

or drop off at Band Office: 7 Dillon Street, Paqtnkek, N.S.

Please include "Medical Administration Position - Paqtnkek Health Centre" in the subject line. The application deadline is January 19th, 2024.

