

# Rehab-Physio Office Administrator

*Sample Physiotherapy & Wellness, a well established Toronto multidisciplinary clinic, is currently looking for a Full-Time Office Administrator to work from Monday to Friday.*

We provide physiotherapy, chiropractic, massage therapy, acupuncture, and other services that help our patients improve their physical health and feel great.

The ideal candidate would be a front-line team player who can deliver top-quality service to all our clients.

## Duties and responsibilities:

- Answer incoming calls in a prompt and professional manner
- Schedule and track appointments
- Issue MVA, EHC, WSIB, and Private invoices; reconcile payments
- Complete OCF, Extended Health and WSIB Claim Forms
- Submit claims electronically via HCAI, TELUS Health eClaims and TELUS Health WSIB eServices
- Communicate both verbally and in writing with Extended Health Insurer and WSIB Adjudicators, MVA Insurance Adjusters, Legal Representatives, and family doctors

## Skills:

- Extensive experience working with practice management software, preferably with Universal Office
- Must possess outstanding organizational skills and be able to multitask
- 2 or more years of experience in Physical Rehabilitation Clinics
- Must be fluent in written and spoken English and Mandarin
- Excellent customer service skills
- Fast learner

Please reply on INDEED. We thank everyone for your application; however, only qualified candidates will be contacted. No agencies please.

Hourly rate: \$15 - \$20 (based on skills and experience)

Job Type: Full-time

Required experience: Patient File Management & HCAI (2 years)