



HEALTHCARE ADMINISTRATIVE SPECIALIST

Pure Lifestyle is a rapidly growing collaborative healthcare company, that utilizes an integrative approach to provide superior patient care. Our focus encompasses a wide range of services, including Fitness and Sport Science, Physiotherapy, Allied Health Services, and Medicine.

Our employees are passionate about what they do and are committed to helping Pure Lifestyle revolutionize the approach to personal healthcare. Our organization is built upon our shared core values which consist of creating a caring workplace, utilizing a team approach, placing our clients first, and encouraging our staff to pursue their own excellence.

Pure Lifestyle is currently seeking an exceptional individual who exemplifies these qualities to work with our medical team on a full-time basis.

ROLES AND RESPONSIBILITIES:

- Scheduling and managing patient appointments
- Handling inbound and outbound calls
- Assisting patients with medical queries and ensuring quality customer service
- Collaborate with physicians to assist with their practice
- Ensure compliance with current health care regulations
- Liaise with medical staff to identify inefficiencies in the facilities operations
- Perform tasks including scanning, faxing, and managing referrals in support of patient care
- Filing, updating, and organizing patient records
- Inventory tracking and ordering supplies
- Coding medical records for billing

SKILLS AND QUALIFICATIONS:

- Certification in Medical Administration is preferred
- Proven administrative experience
- Proficient in medical software and Microsoft Office, with aptitude to learn new software and systems
- Customer oriented communication and interpersonal skills, with problem solving abilities
- Ability to follow direction; listen and meet the demands of physicians and nurses
- Strong organizational and time-management skills
- Comfortable handling confidential information
- Team player working towards shared goals
- Ability to adapt to changing situations in a calm and professional manner

WHAT WE OFFER:

- 40 hours per week (Monday-Friday)
- Complimentary gym use
- Benefits package and Health Spending Account after probation period
- Paid mandatory statutory holidays
- Competitive Salary



To apply, please send resume to Blake@purewinnipeg.com & Katie@purewinnipeg.com