Kalyna Country PCN is seeking one part-time, **Patient Panel Manager (.40 FTE) in our Tofield office.** This individual will support the PCN by providing improved disease screening. A highly motivated and energetic individual with ability to multi-task, excellent computer and IT skills, as well as communicate courteously and effectively with patient.

**Key responsibilities include, but are not limited to the following:**
- Works with all members of the clinical care team in a coordinated and collaborative effort to engage, encourage and support patient health enabling the physician to spend more time providing care to patients and less time performing “non-physician” activities.
- Utilizes health information technology (EMR) to screen for preventable diseases.
- Contact patients in a professional manner to make arrangements for patients to attend labs or other appointments as approved by physicians.
- Maintain and track requisitions, and arrange confirmations for patients.
- Enter screening status information in the appropriate clinical record keeping system or electronic medical record.
- Maintain strict confidentiality of medical files and records according to clinic and PCN policy.
- Represent the PCN Physicians and the Kalyna Country PCN in a professional manner at all times.
- Establishes a professional rapport and instills confidence in patients. Ability to interact effectively with other employees in all levels of the organization as well as with the general public.

**Qualifications and Expertise include:**
- Minimal Medical Office Assistant Certificate or equivalent
- Minimum two years’ experience in a medical office environment
- Knowledge of medical terminology
- Excellent Computer and IT skills.
- Ability to pay attention to detail. Strong written and verbal communication skills
- Ability to Multitask
- Willingness to work in a dynamic environment that requires flexibility and balancing of competing priorities
- Clear criminal record check

**Apply:** Please submit your resume and cover letter in confidence to Ms. Nina Emes by email at nemes@kalynapcn.ca Posting will remain open until suitable candidate is found.