



<b>Position Title</b>	Medical Office Assistant/ Receptionist
<b>Department:</b>	Clerical
<b>Reporting to:</b>	Reception Supervisor
<b>Employment Category:</b>	General
<b>Employment Classification:</b>	Full Time
<b>Date Created: August 21, 2025</b>	<b>Revised:</b>

Beam Radiology strives to create an outstanding work environment by engaging the right people to join our team. We continually search for dynamic professionals who are passionate about their work.

We are an expanding diagnostic imaging practice located in Calgary, Alberta. We take pride in providing a superior medical imaging service, as well as being a leader in the field of Musculoskeletal and Obstetrical Imaging, Interventional Radiology and Pain Management.

We are an innovative organization driven by clarity of vision and values that focus on providing compassionate care for our patients, excellence for our referrers and growth and development opportunities for our team. All our healthcare objectives are achieved through our subspecialty trained Radiologists and highly trained clinical and support staff.

We are committed to providing an exceptional level of care for our patients and are recruiting for a Medical Office Assistant to join our growing practice.

**Key Responsibilities:**

- Create an exceptional patient experience by providing professional and compassionate care
- Serve patients by greeting and assisting them, scheduling appointments, and maintaining records and accounts.
- Welcome patients and visitors in person or on the telephone and answering or referring inquiries.
- Optimize patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.
- Keep patient appointments on schedule by notifying other team members of patient's arrival.
- Comfort patients by anticipating patients' anxieties, answering patients' questions, and maintaining the reception area.
- Ensure availability of treatment information by filing and retrieving patient records.
- Maintain patient accounts by obtaining, recording, and updating personal and financial information.
- Obtain revenue by recording and updating financial information, recording and collecting patient charges, controlling credit extended to patients, and filing, collecting, and expediting third-party claims.
- Protect patients' rights by maintaining confidentiality of medical, personal, and financial information at all times.
- Performs other related duties, as required.

## Medical Office Assistant/ Receptionist – Full Time

### Requirements

- Medical Office Assistant degree or certificate
- Previous Medical Office experience
- Combination of education and experience will be considered
- Excellent computer skills and previous EMR or RIS/PACS experience
- Strong attention to detail
- Able to communicate effectively
- Excellent interpersonal skills
- The ability to remain calm and handle stressful situations
- The ability to work independently and as part of a team

### Benefits:

- We offer competitive wages, commensurate with experience
- We provide a comprehensive benefits package
- Uniforms are provided to staff at no cost
- Continuing education course and other incentives for staff

### Shifts:

Monday-Friday, 8:00 am – 4:00 pm with flexibility for occasional evening and/or weekend shifts.

### To Apply:

This is a great opportunity to be part of an amazing team culture that has a genuine passion for clinical excellence and exceptional patient care. If you would like to join a radiology company that values its team members, please apply in confidence to [careers@beamradiology.com](mailto:careers@beamradiology.com)

Beam Radiology is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

***We thank all those who apply. Only those individuals selected for further consideration will be contacted.***

### Benefits:

- Company events
- Dental care
- Disability insurance
- Extended health care
- On-site parking
- Paid time off
- RRSP match

### Work Location: In person

Medical Office Assistant/ Receptionist – Full Time

Policy Type:	Human Resources
Author:	Mandy Shoults
Located:	Policy and Procedure Binder, Master Copy on Beam Organizational Drive
Version:	1
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