

Medical Receptionist Position

APPLICATION PACKAGE

Thank you for your interest in the Medical Receptionist position as advertised.

Pioneer Health Albany is a large medical practice, with over 20 GPs and 15 FTE admin and nursing team members. The practice is owned by Dr David Tadj and Dr James Turner, with Jeni Anning as the General Manager. The practice has a strong culture and prides itself on being inclusive, welcoming, supportive and fun!

JOB DESCRIPTION:

The position includes a variety of administration and customer service tasks:

- Greeting and checking in patients as they arrive at the practice
- Providing assistance at our COVID-19 Respiratory Clinic
- Processing billing for patients
- Booking of appointments
- Scanning and electronic filing of medical records
- Attendance at staff meetings
- Scanning and electronic filing
- Sorting, registering and distributing of incoming mail
- Registering and processing of outgoing mail
- Restocking of GP rooms with necessary stationery supplies
- Open and close practice following set procedure
- Supporting GP, nursing and administrative teams as required

THE POSITION IS RESPONSIBLE TO:

Operations Manager – Natalie Brooks

SELECTION CRITERIA:

- Ability to work well within a team
- Caring personality, with a high level of patience
- Experience with payment systems (e.g Eftpos)
- Competent IT skills ie: typing, Microsoft Suite, emails etc
- Attention to detail
- Strong verbal and written communication skills
- Adaptable and flexible
- Attitude demonstrable with Pioneer Health's core values:
 - Act with integrity
 - Be fair
 - Have fun
 - Be socially responsible

HOW TO APPLY:

Your application should include the following:

- 1) Covering letter addressing the selection criteria
- 2) Current CV including at least 2 referees

Please submit application via email to:
chloe.hammond@pioneerhealth.com.au

For further enquiries, please contact Chloe Hammond on 9842 2822.

Applications close 4pm Wednesday 4th January 2023.