

Practice Supervisor/ Senior Receptionist / Casual Receptionists

Amtan Medical Centres

Qualifications & experience

- Experience as a Supervisors, Senior, Medical Receptionist
- Hours Varied
- Various Locations
- Best Practice preferred but not essential

Tasks & responsibilities

- Answering Telephones
- Booking & Rescheduling Appointments
- Opening & Closing of the Centre
- Batching, Transmitting, Resubmissions to Medicare/DVA
- Scanning
- Handling incoming & Outgoing correspondence
- Generating Accounts
- Daily, Weekly, Monthly, Yearly Reception tasks

Benefits

- Great team & cultural environment
- Flexibility
- Ability to grow within the company