

Medical Receptionist (Casual)

My Doctors Clinic

Gold Coast

Administration & Office Support

Receptionists

Casual/Vacation

About the role:

We are seeking an experienced General Practice Medical Receptionist to join our friendly Receptionist Team for immediate start.

Successful candidate will be employed as a casual shift-worker and must be flexible to work various shifts. As a casual you will be called upon to work various hours per week, most likely you will be given 2-5 shifts per week.

Job tasks and responsibilities

About the role

As the first point of contact, you will contribute to the daily reception operations at My Doctors Clinic - Surfers Paradise. Your responsibilities will include:

- Booking and rescheduling patient appointments
- Greeting patients and answering telephone enquiries
- Billing, scanning and allocating patient files
- Data Entry
- Re-stocking Doctors rooms
- End of day shift banking
- Process Incoming and outgoing mail
- General Administrative duties as required

Skills and experience required

- Previous experience using Best Practice Software essential
- experience in a busy medical environment essential
- Strong knowledge of medical billing and medical terminology
- be highly organized and can multitask
- have a solid understanding of Medicare/DVA/ private billing
- Ability to multi-task and cope under pressure in a fast paced environment
- Professional phone manner
- be professionally presented

Enjoy working with a friendly focused team

