

## Medical Receptionist for the Helensvale Medical centre, Westfield ,Helensvale, Gold Coast

We are looking for an enthusiastic, professional, friendly and experienced Medical Receptionist to join our modern medical clinic on the Gold Coast. Exceptional customer service skills, high attention to detail and competent computer skills are essential.

About Us:

We offer General Practice, Allied Health Services from our central location in Helensvale

Personal Attributes:

- Strong customer service and patient focus, with highly developed communication skills;
- Strong work ethic and sense of responsibility;
- Attention to detail;
- Ability to work well under pressure, managing multiple priorities;
- Ability to work autonomously and with/without supervision;
- Ability to present professionally & courteously;
- Ability to maintain confidentiality across all facets of the working environment.

The duties and responsibilities are:

- Answer the telephone in a courteous and professional manner
- Receive and convey messages in writing, verbally and electronically
- Scheduling and organising patient appointments and data entry of patient information, using high level of accuracy and strong attention to detail
- Calling and discussing information with patients
- Processing patients' billings/receipts
- Fax, Scan, File documents, prepare documents
- Processing payments through EFTPOS, HiCAPS, Medicare, DVA and

Workcover

- Contribute equitably to maintaining the cleanliness of the practice
- Participate in ongoing professional development activities
- Maintain practice dress standards
- Any other administrative duties as directed by Practice Manager

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Highly Regarded;

- Experience in using Best Practice software.
- Knowledge of Medicare billing.
- Knowledge and Experience in General Practice Administration.

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Please note only short listed candidates will be contacted. Please submit a CV along with a Cover Letter for consideration.