

Vacancy

Casual and part time position. In return we offer further required training, education and a great practice culture.

Position Description

- Open and Closing of the clinic
- Answering phones, managing appointment bookings, greeting patients, billing, scanning incoming mail and general reception duties.
- Managing of claims to Medicare and DVA, processing of workers compensation claims, and all types of billings
- Sending patient reminders, confirm appointment for next day
- Assist with MyMedicare registers
- Exporting and importing of patient records
- Monitoring and ordering stationery and office supplies to maintain a working supply at all times
- Involvement in quality improvement programs and patient feedback initiatives
- House Keeping and other miscellaneous admin tasks

If you are a caring and passionate person and want to utilize your skills and passion in a health and medical environment, we want to hear from you!

Essentials Description

- Strong IT skills including office programs / medical practice software
- Strong organizational skills and attention to detail.
- answer telephone calls in a courteous and professional manner
- receive and convey messages verbally, electronically and written
- liaise with patient and their families in a compassionate manner
- liaise with GPs, other health professionals and their staff
- Manage all types of patient appointments including scheduling and rescheduling
- Work both unsupervised and in a team environment
- Availability to cover sick leave for others
- Willingness to learn and work as a team
- Dependable and reliable in character and possess a strong work ethic

Desirable Description

Experience working as a Medical Receptionist is considered. The person for this role must have commitment, strong dedication, enthusiasm and great communication skills, ensuring customer service is to the highest standard. ***Medical reception experience is not essential.***

If you have no prior experience, you are required to undergo training.

To express your interest please contact Chiang-yu Kuo on 075538 8811 or info@chevronislandmedical.com