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## MEDICAL RECEPTIONIST – Nambucca & Macksville

### Description

Our Medical Clinics in Nambucca and Macksville are looking for experienced Medical Receptionists, Full & Part Time Positions available. Ideally you are well organised, able to work autonomously and can look after our patients when they arrive and prior to their departure, checking that their needs have been taken care of. DUTIES INCLUDE Answering phones, booking patient appointments and face to face customer service. Communicating with patients, doctors, pharmacies, specialists, hospitals, Allied Health staff, Medicare and Department of Veterans Affairs. Processing billings, faxing, scanning and undertaking other duties as required by our Doctors, Nurses, Head of Reception and the Practice Manager. Essential Criteria Ability to protect patient privacy and confidentiality Sound communication skills, with the capacity to communicate effectively with Doctors, staff, patients and other health care professionals Excellent telephone manner Ability to work within a team, as well as independently Ability to prioritise and organise workflow effectively Proven computer skills Desirable Criteria Knowledge of the Australian health care system i.e. Medicare Australia Knowledge of medical software (i.e. Medical Director, Pracsoft) and Microsoft Office Programs Minimum 2 years reception experience or Certificate 3 or higher in Medical Administration or Business (Office Administration) Current Drivers Licence & reliable vehicle Experience in medical, or allied health field CPR certificate On the job training and support will be provided to the successful applicant. Only successful applicants will be notified

### Hiring organization

Bawrunga Medical Services

### Employment Type

Full-time, Part-time

### Industry

Medical

### Job Location

2448, Nambucca Heads, NSW

### Date posted

9 Oct, 2021

### Valid through

31.10.2021