

# Casual Medical Receptionist

Paringa Medical Centre



## About the business:

We are a country family general practice in the Riverland with 2 Doctors and 3 Nurses. Our practice is accredited against the RACGP, standards and engages in teaching Medical students and Registrars. We have onsite pathology and specialty services within the practice. The practice consults from 8:00 am until 8:30 pm 4 days per week and 9:00 am- 5:30 pm on Friday. We also offer appointments on Saturday morning for 3 hours.

## About the role:

We are looking for an experienced medical receptionist to join a busy medical practice. Previous experience with Best Practice (billing program) is desired. The applicant must have experience in the health care industry. The applicant must have a professional presentation with a pleasant and caring manner. The hours are casual on a roster and relieving hours for sick leave and annual leave. You will be required to work on Saturdays and evening shifts. Privacy and Confidentiality of our patients is essential. You will report to the office managers who are responsible for the day to day running of the business. You must have the ability to triage all phone calls in a professional and compassionate manner. Excellent time management skills are essential as we are a busy practice

Understanding of W.H&S and risk management, and all office based programs including word and excel. Accounting skills will be an advantage to the position. You will be required to answer the phone, greet and bill patients, and support the doctors and nurses in the practice.

## Front Desk

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 am – 12 pm		12pm - 4pm			8 am - 11 am	

## Reception Casual (16-19 Years)

Normal hours	\$8.64 per hour
Saturday	\$12.96 per hour
Sunday	\$17.98 per hour
Public Holidays	\$21.60 per hour