

"We Specialise in People"

MEDICAL RECEPTIONIST

Our client has an opportunity for a quality focused and experienced, Medical Receptionist, to join their friendly Mackay Medical Practice. Primary duties will include meeting and greeting of patients, assisting them in filling out forms and associated medical paperwork, as well as billing and account administration. Experience with medical typing and Medical administration program usage would be an advantage.

Your key responsibilities will include:

- Preparation of patient accounts, accepting payments and receipting
- Typing and filing of medical notes
- Answering phones
- Arranging appointments for patients
- Medical record retrieval
- General reception duties while:
 - Providing support to fellow medical professionals
 - General administrative duties alongside fellow admin staff.

You will need:

- Strong organisational skills
- Attention to detail
- Friendly and courteous manner
- Highly computer literate

To be successful in this position, you will have substantial medical reception experience and a desire to provide a warm and caring approach to your patients. Both full time and part time positions available.

If this position is suited to you, please submit your resume to Hayes HR asap.

office@hayeshr.com.au



 **HAYES HR** PTY LTD

www.hayeshr.com.au