

Calling all Medical Receptionists and Administrators

Wood Recruitment • All Perth WA



Base pay

\$28 - \$32 / hr



Work type

Casual/Holiday



Contract type

Temporary

Job details



Date posted

18 May 2022



Expired On

17 Jul 2022



Category

Admin & Office Support



Occupation

Receptionist



Base pay

\$28 - \$32 /hr



Contract type

Temporary



Work type

Casual/Holiday



Job mode

Standard business hours

Full job description

We are currently seeking highly experienced Medical Receptionists for a range of temporary and permanent positions currently available. The ideal candidates will be extremely organised, possess a high level of accuracy and attention to detail and able to cope under pressure whilst maintaining resilience. Our clients are based mostly in the Western suburbs of Perth.

Essential Criteria:

- Minimum three years experience in Medical Reception position
- Excellent patient communication skills
- Ability to manage busy switchboard
- Punctual and reliable
- Mature and professional attitude and presentation
- Able to multi-task and prioritise
- Strong Microsoft Office Suite (including Outlook)
- Data entry with a high level of accuracy
- Understanding of patient billing, exposure to the Medicare rebate and DVA billing.
- Experience with medical software RX medical, Genie and Best Practice

Job Tasks:

- Handling all incoming calls
- Booking and managing patient appointments
- Maintenance of patient electronic records
- Patient billing and receipting
- Filing and general administration duties
- Organising and liaising with other practices and service providers
- Small business banking

We require candidates with a minimum of 3 years' experience in busy Medical Practices for these positions.

If you would like to join these friendly and supportive working environments, we look forward to hearing from you. For a confidential conversation please call Peta Van Heurck on 9221 8122 or complete your application by clicking on the "APPLY" button below.