


POSITION DESCRIPTION	
	
<b>Position Title:</b>	<b>Medical Receptionist - Traineeship</b>
<b>Location:</b>	105 Binya Street
<b>Reports to:</b>	Practice Manager
<b>Conditions of Employment:</b>	<ul style="list-style-type: none"> <li>• Practice Policies and Procedures</li> <li>• Position Description</li> <li>• Letter of offer</li> <li>• Code of conduct</li> </ul>
<b>Superannuation</b>	9.5% employer contribution (applicable when earning more than \$450 in a month)

#### **Position Objectives:**

To ensure Your Health Griffith's day-to-day office and related tasks are coordinated and undertaken in an efficient, effective and professional manner.

As a trainee, you will be provided with on the job training and support in order to meet the following responsibilities. You will also be required to attend TAFE training for one day per week.

#### **Key Responsibilities:**

- Data entry of registration forms
- Greeting Patients
- Maintenance of patient details
- Rescheduling appointments for GP's and Nurses
- Making appointments and maintaining appointment books for each individual doctor
- Taking and relaying concise messages for doctors and management staff
- Accurate private billing, Workers Comp billing and bulk billing as directed by clinician
- Creating, customising and maintaining databases, spreadsheets and word documents;
- Recording out-going formal correspondence;
- Response to telephone, oral, electronic and written requests for information;
- Performance of routine clerical tasks including photocopying, faxing, filing,
- Scanning of all results and correspondence as received and or requested
- Banking and mail collection; (Current Drivers Licence essential)
- Opening and distributing mail
- Maintaining a tidy reception area and waiting room.
- Provide support to General Practitioners by assisting with requests.
- Update Policy and Procedure manual at Practice Manager's request
- Opening the surgery and locking up as required – using security system.
- Balancing of til at the end of the day.
- Making sure all IT requirements are met (as Instructed)

- Maintain office equipment;
- Maintaining stationary and office equipment supplies;
- Maintenance of the assets register;
- Participate in staff development activities and processes;
- Ensure all areas of responsibility meet AGPAL accreditation standards;
- Other duties as directed by Office Manager or Practice Manager.

#### **Essential Selection Criteria**

- Computing skills (on the job training provided for appointment software)
- Ability to work independently
- Excellent Communication skills
- Ability to work in a team

#### **Desirable Selection Criteria**

- Current NSW Driver's Licence
- Customer/Patient facing reception or similar experience