

The Rural Lung Unit is offering a Medical Receptionist role for our specialist practice.

This is a full time position of 68 hours per fortnight, 5 days per week. Hours can be flexible.

Normal hours of practice are Mon to Thurs 9am-5pm, and Fri 9am-1pm.

Responsibilities

- Greeting patients in the practice and answering patient phone calls in a timely manner
- Scheduling and coordinating patient appointments
- Preparation of invoices and receipt of payments
- Communicating with public hospital, private hospital, and external organisations as required
- General administrative duties
- Light cleaning

Attributes

- Previous medical administration experience is preferred but not essential
- Previous experience with Genie is preferred but not essential
- Strong organisational skills and time management skills
- Strong computer literacy with excellent attention to detail
- Willingness to learn and work as a team

Please contact our practice at 02 69256122 or forward your resume to comms@lungunit.com.au.