

Cardiac Tech And Admin

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Company: Access Cardiology

Location: Western Australia

Category: other-general

A little about us... Access Cardiology, Vascular and Drs, is one of Perth's leading cardiology and specialists groups. We are patient focused, and have a proud culture of family values, support and connection. We offer exceptional medical care and cardiac testing in four locations in Perth and the regional Albany. Our company values are compassion, dedication, integrity and excellence. We are looking for someone whose values resonate with our own. The role would suit someone searching for a part-time role, commencing as soon as possible. Access Cardiology will offer an attractive remuneration package to the ideal candidate. For more information please visit our website: <http://www.accesscardiology.com.au/> <http://www.accessdrs.com.au/>. About the role You will be an integral part of the team that is passionate about making a difference to the lives of those we care for while making a positive contribution to the overall standard of care delivered. Reporting directly to the Operations Manager your main duties will include: Perform Ambulatory BP, Holter and ECG monitoring by appropriate placement and removal of devices and equipment to patients. Administration the return and uploading of Holter and BP monitors. Provide instructions to the patient and explaining the appropriate care and information needed during the testing process. Coordinating finalised reports to ensure necessary data is saved electronically into patient files and ensure correct referral distribution as per company timelines and privacy policy. Make new and follow-up bookings for patients and preparation of patient data for consultations and testing appointments. Ensuring you accommodate urgent bookings and urgent results to referring doctors. Troubleshooting of equipment and computer software/hardware when necessary. Check for technical errors and management of the reporting system ensuring that

all reports are begin sent and received correctly by referring doctors. Stock Control: Restocking of linen and ordering of testing consumables for the testing site. Cleaning of equipment after every use, including ambulatory monitors as well as ECG machines. Be available to work in our rooms in Nedlands. On the odd occasion be available to work in our locations. Benefits and perks Join the Access Drs family where you will work in a supported team environment. Free onsite car parking Access Drs values each staff member and allows for your personal growth and development. Working only weekdays - No weekend work Skills and experience This job would be perfect for a University student studying a medical or health industry related course due to the unique opportunity to immerse yourself in a supportive health care environment. Previous experience in a similar role is preferred but not essential. A highly motivated, enthusiastic, punctual and reliable person who can work individually but who is also a great team player. Accountable, responsible and mature minded. A high level of attention to detail is important for this role. Strategic thinker with organisational and problem-solving skills, capable of multi-tasking. A high level of computer literacy is essential and previous experience with medical software is preferable. Outstanding oral and written communication skills. Pride in personal presentation. Immediate start is desirable. Training will be provided Please include your letter of introduction and curriculum vitae. We are unfortunately unable to reply to all applicants, only shortlisted applicants will be contacted.

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