

Pebble Beach Medical Centre - Medical receptionist

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Company: Pebble Beach Medical Centre

Location: Australia

Category: office-and-administrative-support

Pebble Beach Medical Centre is looking for a experienced casual medical receptionist to join our family friendly mixed billing practice in Sandstone Point.

Hours: Approximately 30 hours a week.

Experience with Best Practice Software.

Duties and responsibilities:

meeting and greeting of patients

booking/rescheduling of appointments/faxing/scanning etc

the ability to provide high quality reception and administration support to the practice

the ability to handle confidential information discreetly

processing of Medicare and private payments including daily reconciliations

strong communication skills and a professional phone manner.

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