

## **Medical Receptionist – Sydney Spine Specialists**

### **Position Information:**

The position is for a spine surgery practice at Sydney Adventist Hospital (SAN) Wahroonga. The surgeon also consults at North Shore Private Hospital (NSP) every 2nd Friday morning and Westmead Private Hospital on Thursdays.

We require a fully experienced medical receptionist for a 6 months temp role 2 days a week to cover primarily the SAN and NSP.

### **Days & Locations:**

Thursday	Sydney Adventist Hospital
Friday	Sydney Adventist Hospital
Every 2nd Friday Morning	North Shore Private Hospital
Friday Afternoon	Return to the Sydney Adventist Hospital
Hours:	8.30 – 4.30

The practice requires a flexible person who can be available for further hours if necessary when staff are unwell or on leave.

### ***Your own transport is essential.***

This role needs a person with a high level of common sense and the ability to work unsupervised as you are often in the office by yourself.

Previous experience with Blue Chip & Medical Director, managing appointments, billing, scanning correspondence and computer literacy are essential.

### **Primary Duties:**

- Answer phones, manage phone enquiries, arrange patient appointments
- Scan documents to patient files
- Respond to emails/save emails to patient's files
- Save results from emails to Medical Director holding file for the surgeon to review
- Print and mail correspondence, correct/add details if necessary
- Miscellaneous admin e.g. print out forms for consult days, data entry etc
- Consulting days – travel to location and manage patients ie: meet and greet, process payments including Medicare refunds, arrange further appointments or tests if necessary.

If you feel the above would suit you and the role interests you, please contact Amanda on 1300 859 500. Applications including a covering letter and curriculum vitae should be sent to [admin@sydneyspinespecialists.com.au](mailto:admin@sydneyspinespecialists.com.au)