

## **Medical Receptionist**

Kure Medical are seeking a part time Medical Receptionist to join our team across our Sunraysia clinics – Mildura, VIC.

About us:

This is a fantastic opportunity to work with a privately owned General Practice offering comprehensive primary care for the Mildura and surrounding Sunraysia community.

Kure Medical provides a mixed billing service and are committed to the provision of quality and affordable access to a General Practitioner service. Kure Medical collaborate with Allied Health Services, Pharmacy and have Pathology onsite.

About the role:

We are looking for someone who values teamwork and has a high regard for quality patient care. This role provides the front-line services and has the responsibilities of guiding our patients through administrative and financial aspects of their treatment.

Tasks include but are not limited to:

- Providing high quality reception and secretarial services to the patients, doctors, and staff
- Greeting patients and visitors in person and on the phone
- Scheduling appointments for patients
- General office and administrative duties, processing paperwork, updating patient details, document scanning
- Billing and receipting of patients accounts
- Opening and closing the clinic as required

About you:

- Strong communication and IT skills
- Previous medical receptionist experience (advantageous)

- Ability to multitask
- The ability to maintain a high level of professionalism and confidentiality
- Experience using Best Practice software (advantageous)
- Experience in customer service
- Ability to work in a fast paced environment

#### Benefits:

- Dedicated team of professionals
- Professional training
- Increase your existing knowledge of medical terminology as well as various medical services

#### How to apply

Please submit your resume and cover letter outlining your suitability for the role, what skills you have that would make you suitable for the role, and any relevant qualifications to: [contactus@kuremg.com.au](mailto:contactus@kuremg.com.au) or call the Practice Manager on 03 5021 4466 to discuss