



An amazing opportunity has become available within our wonderful Allied Health Clinic. We have Osteopaths, Podiatrists, Myotherapists and an Exercise Physiologist.

We are looking for **2 part time receptionists for immediate start**. These 2 enthusiastic people will be the welcoming faces of our clinic and will work alongside each other doing a job share role.

Hours which are available are below and include some early evenings:

Receptionist 1 = Approximately 20-27 hours per week

Receptionist 2 = Approximately 13-16 hours per week (including Saturday AM)

Ideally you will have some flexibility to cover leave when required.

KEY RESPONSIBILITIES

- Welcoming clients, collect and enter client information, and respond to enquiries into the business via phone, email and in person.
- Deal with all general enquiries, make new and follow-up appointments using Nookal Practice Management Software
- All clinical admin including scanning, printing, and sending letters/faxes to GP's and other third parties.
- Basic office maintenance – Covid-19 compliance and general presentation of office spaces
- Opening & closing of the clinic, ensuring the rooms are left in a clean and tidy state at the end of each day.
- Participate in relevant training and development activities as an effective team member.
- Explain Practice arrangements and formal requirements to new patients and those seeking temporary assistance and ensure procedures are completed
- Ensure that all new patients are registered onto the computer system promptly and accurately
- Maintain good hygiene of toilet, kitchen, and bins (collective effort)
- Complete other daily, weekly and monthly core tasks to support the smooth running of the reception area
- Maintain strict patient confidentiality
- Other duties consistent with the position where required and/or requested by management



HIGHLY REGARDED QUALIFICATIONS & EXPERIENCE (NOT MANDATORY)

- Previous experience in Allied Health or Medical Clinic Reception
- Experience of Microsoft Office and Excel software
- Experience with Nookal – Practice Management software, or similar practice administration software
- Working knowledge of Medicare, Private Health Insurances, NDIS health billing systems, and EPC/TCA
- A broad understanding of the Allied Health Industry, especially Osteopathy, Myotherapy, Podiatry and Exercise Physiology

Please forward your CV to info@bodyatboronia.com.au