



## Receptionist

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 our next superstar part time receptionist for immediate start. You will be the welcoming face of our clinic and will be supported in a job share role.

Hours available will be approx. 18-24 hours a week, including Saturday mornings (penalty rates apply).

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 such as Cliniko.
- 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 cover letter, resumes and any enquiries about the position to Yvette at [info@bodyatboronia.com.au](mailto:info@bodyatboronia.com.au)