

Medical Receptionist/Administrator

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Company: Staff Partners Business

Location: Belgravia

Category: other-general

Are you immediately available and willing to take on a temporary assignment?

Are you reliable, and do you have a working knowledge of Vision, EMIS or SystmOne and have completed a DBS check in the last year?

We are working with a lovely GP Practice near Victoria, who require temporary support on their Reception on a full time basis.

* Taking inbound calls from patients

* Booking Appointment

* Post

* Scanning of documents

* Updating patient details onto the database

Our client requires someone who can hit the ground running with a good working knowledge of Vision, EMIS or SystmOne, along with an excellent telephone manner and customer services skills.

If you are immediately available and feel you have the skills please apply now.

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