

Medical Receptionist

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Company: Aspion

Location: Chorley

Category: other-general

Job Title: Medical Receptionist

Location: Chorley

Immediate Start

Temp to Perm Role

Aspion currently have a very high demand for friendly, approachable and committed individuals to support the NHS at various GP practices and health centers across the Liverpool area.

You will need to have experience on the EMIS system or Documan or have worked in a medical setting or similar environment. If you don't have experience on Emis then training will be given but the candidate will need to be proficient in using software and a quick learner.

Duties

- Working on reception offering a friendly service to patients
- Dealing with appointments
- Using the EMIS system to book patients in and also update patients records
- Register new patients and make relevant check
- Dealing temporary residents and patients requiring immediately necessary treatment
- Supporting the clinicians in General Practice with any administrative tasks
- Dealing with prescription requests and initiate prescriptions.
- Immediate start for work
- Weekly pay
- Part time and full time hours

- Opportunity to support an NHS practice with your skills
- Great team environment.

At Aspion, our core values have been built around the importance of transparency, innovation, passion and collaboration. As such, we are committed to open communication and the protection of your privacy. We have updated our policies in line with new General Data Protection Regulation laws to make it easier for you to understand how we collect, store and handle your data – These can be viewed on our website.

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