

Medical Receptionist

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Company: Lifeline Personnel

Location: City of London

Category: management

Medical Receptionist (GP Receptionist)

All London postcodes

12.00 per hour, depending on experience.

Temping and ongoing placements.

Full and Part-time hours available.

We require EMIS or System 1 trained Medical Receptionists who are looking to join a growing and enthusiastic Medical Practice team.

Your duties will include:

- Booking appointments into the CRM system
- Taking calls and speaking to patients
- Handling queries in a time-effective manner
- Organising and prioritising your workload
- Travelling between the sites when required

About you:

- MUST have experience with EMIS web / System 1 (PLEASE NOTE - if there is no experience with EMIS web or System 1 you will not be considered).
- Positive, can-do attitude and attention to detail
- Patient and kind with a great telephone manner

- Well-presented and professional

If you are System 1 or EMIS trained please send your CV to Hayley.Farmer @ (url removed) along with the postcodes that you are interested in, for more details and application - or click apply now.

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