

Medical Receptionist

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Company: Medic Cover Limited

Location: Lewisham

Category: other-general

We have a number of Medical Receptionist Vacancies in and around SE13 starting immediately.

*** Candidates without Emis Web experience will not be contacted.***

Duties:

- * Meeting and greeting patients
- * Answering phone calls and email correspondence
- * Booking appointments
- * Processing new patient registrations
- * Dealing with prescription requests
- * Keeping the reception area tidy
- * Logging patient details

Medic Cover Benefits

- * Variety of shifts both locally and nationally
- * Competitive Pay Rates
- * Book and manage your shifts online
- * Flexible working to suit your lifestyle
- * Weekly Pay
- * Support when you need it
- * Dedicated Recruitment Consultant
- * Fast-Track Registration

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