

## Medical Receptionist

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Company: Medic Cover Limited

Location: Leyton

Category: other-general

We have a number of Medical Receptionist Vacancies in and around London starting in the next few weeks.

\*\*\*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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