

Medical Receptionist

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Company: Forrest Recruitment

Location: Liverpool

Category: office-and-administrative-support

Job Overview

(Temporary) North Liverpool £11ph

Forrest Recruitment LTD are currently servicing a high volume of GP practices across the Liverpool area, in both North & South Liverpool and we are urgently seeking experienced Medical Receptionists who are available for an immediate start.

Role responsibilities:

Meeting and greeting patients.

Answering incoming calls

Booking appointments via EMIS

Preparing prescriptions

General administrative support, including scanning and filing.

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