

Medical Receptionist

[Apply Now](#)

Company: Abbey Medical Centre

Location: London

Category: office-and-administrative-support

Job summary

AbbeyMedical Centre Camden, London NW8 OAG.

We are seeking committed receptionists, who demonstrate enthusiasm for working in primary care, with a genuine interest in working with patients and contributing to the delivery of high quality health care. Applicants should be courteous, highly motivated, pro-active and good team players, able to project a positive and friendly image to patients/visitors.

These posts are full time/part time . Each of the posts available may be suitable for job share. Part Time will also be considered (over 5 days).

Main duties of the job

This will involve working on reception (front desk), back office function including processing repeat prescriptions, scanning, summarising, filing medical
The job will be varied and time will be split between the roles. The surgery uses EMISWeb/DOCMAN 10 as their clinical system.

About us

The Abbey Medical Centre aims to provide the best possible medical and psychological care to our patients. We think that providing a personal service is the best way to achieve this and we encourage continuity of care in the doctor-patient relationship.

We take pride in serving the diverse needs of our community and we believe that we have an important part to play in promoting health as well as in treating illness. We recognize that social inequality plays a role in poor health and we aim to address the additional needs of the socially and medically vulnerable, including infants and children, the elderly, the isolated,

the disabled and mentally ill and the victims of political, racial, religious and sexual discrimination.

We are a teaching and research practice committed to training medical students, specialist trainees in General Practice and also the ongoing development of all of our team.

Job description

Job responsibilities

The following are the core responsibilities of the receptionist/administrator. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:

- a. Maintaining and monitoring the practice appointment system
- b. Process personal, telephone and e-requests for appointments
- c. Answer incoming phone calls, transferring calls or dealing with the callers request appropriately
- d. Action all incoming faxes
- e. Signpost patients to the correct service
- f. Process incoming and outgoing mail
- g. Initiating contact with and responding to, requests from patients, team members and external agencies
- h. Process referrals to external agencies such as secondary care using the electronic referral system (ERS)
- i. Process calling letters are requested
- j. Process all DNA letters in accordance with current policy
- k. Action GP2GP tasks
- l. Read code data on EMIS Web
- m. Photocopy documentation as required
- n. File and store records as required
- o. Data entry of new and temporary registrations and relevant patient information as required
- p. Input data into the patients healthcare records as necessary
- q. Scanning of patient related documentation and attaching scanned documents to patients healthcare records
- r. Process requests for information SAR, insurance / solicitors letters and DVLA forms to the administrative team
- s. Manage all queries (including administrative queries) as necessary in an efficient manner

- t. Carry out system searches as requested
- u. Maintain a clean, tidy, effective working area at all times
- v. Monitor and maintain the reception area and notice boards
- w. Support all clinical staff with general tasks as requested

Secondary Responsibilities

In addition to the primary responsibilities, the medical administrator may be requested to:

- a. Partake in audit as directed by the audit lead
- b. Produce meeting agendas and record the minutes of meetings
- c. Support administrative and reception staff, providing cover during staff absences
- d. Complete opening and closing procedures in accordance with the duty rota
- e. As required support in the management of repeat prescriptions, ensuring they are processed accurately and efficiently
- f. Ordering and monitoring of stationery supplies

Person Specification

Qualifications

Essential

GCSE grade A to C in English and Maths

Qualified to NVQ level 2 in Health and Social Care

Desirable

Trained in EMIS web & Docman 10

Experience

Essential

Customer Service

Desirable

Experience of working in Primary care

[Apply Now](#)

Cross References and Citations:

1. [Medical Receptionist SocialworkjobsJobs London Socialworkjobs](#) ↗
2. [Medical Receptionist Tutorjobs Jobs London Tutorjobs](#) ↗
3. [Medical Receptionist ItalyjobsJobs London Italyjobs](#) ↗
4. [Medical Receptionist Teacherjobsnearme Jobs London Teacherjobsnearme](#) ↗
5. [Medical Receptionist Orthopedicjobs Jobs London Orthopedicjobs](#) ↗
6. [Medical Receptionist Abudhabijobsearch Jobs London Abudhabijobsearch](#) ↗
7. [Medical Receptionist Philippinesjobs Jobs London Philippinesjobs](#) ↗
8. [Medical Receptionist Karachijobs Jobs London Karachijobs](#) ↗
9. [Medical Receptionist MoroccojobsJobs London Moroccojobs](#) ↗
10. [Medical Receptionist Colombiajobs Jobs London Colombiajobs](#) ↗
11. [Medical Receptionist Logisticsjobs Jobs London Logisticsjobs](#) ↗
12. [Medical Receptionist Spainjobs Jobs London Spainjobs](#) ↗
13. [Medical Receptionist Chemistryjobs Jobs London Chemistryjobs](#) ↗
14. [Medical Receptionist Romejobs Jobs London Romejobs](#) ↗
15. [Medical Receptionist ThehiredjobsJobs London Thehiredjobs](#) ↗
16. [Medical Receptionist Researchjobs Jobs London Researchjobs](#) ↗
17. [Medical Receptionist Canadajobscareer Jobs London Canadajobscareer](#) ↗
18. [Medical Receptionist Researchjobs Jobs London Researchjobs](#) ↗
19. [Medical receptionist Jobs London](#) ↗
20. [AMP Version of Medical receptionist](#) ↗
21. [Medical receptionist London Jobs](#) ↗
22. [Medical receptionist JobsLondon](#) ↗
23. [Medical receptionist Job Search](#) ↗
24. [Medical receptionist Search](#) ↗
25. [Medical receptionist Find Jobs](#) ↗

Source: <https://uk.expertini.com/jobs/job/medical-receptionist-london-abbey-medical-centre-05ee9da964/>

