

Medical Receptionist

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Company: Your World Recruitment

Location: London

Category: other-general

Medical Receptionist System Knowledge Required: Emis Web Smart Card: Desirable Starting : ASAP Duration : TBC Hours : 10:30 - 18:30 Location : Whetstone, N20 Closest Station: Totteridge and Whetstone, Northern Line 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 Administration support for the managers and clinicians Job reference number: YW-I20n

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