

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

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