

Medical Receptionist

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Company: Excel Primary Care

Location: Skelmersdale

Category: other-general

Job summary

Excel Primary care has an exciting opportunity for a Medical Receptionist to join our friendly GP Practice based in Skelmersdale.

Experience of General Practice or NHS work is desirable, but not essential as training will be provided.

The role of the Medical Receptionist role can at times, be very demanding so we are looking for someone who is confident, has excellent communication skills, is highly organised and good at multi-tasking.

Working hours will be between the times of 8am -6:30pm Monday to Friday.

Main duties of the job

We are looking for a highly motivated person, who can work under pressure and who has excellent customer service skills. You must be capable of working as part of a team whilst using your own initiative. You are expected to provide a first class service to patients, projecting a positive and friendly image and act as a point of contact between patients and clinical staff.

Successful applicants will work a mixed pattern over several days:

Monday-Friday OR 12:30pm-6:30pm.

About us

We are three NHS GP Practices that are currently responsible for the care of more than 18,000 patients, serving the community in Skelmersdale and Upholland.

The doctors and staff at Excel Primary Care are proud to offer the highest standard of patient-centred healthcare.

We run many clinics for the management of chronic diseases such as asthma and diabetes and offer a wide variety of other medical services including antenatal and postnatal care, minor surgery, childhood vaccinations and well-person check-ups.

Our clinical team comprising of 4 partners, 4 salaried GPs, 5 ANP's plus a highly experienced nursing team. A First Contact Physio, Clinical Pharmacists, Practice Manager, Assistant Practice Managers, and an experienced reception/administration staff which make up a great team.

Job description

Job responsibilities

Our job description is attached providing more information but an indication of the main areas of responsibility -

- * Reception duties
- * Operation of telephone system
- * Management of appointment systems
- * Management of manual medical records
- * Preparation of consulting rooms
- * Start and end of day opening & closing procedures
- * Use of all computer systems
- * Scanning of correspondence onto medical records
- * Referral processing to other healthcare providers

Person Specification

Qualifications

Essential

GCSE grade A to C in English and Maths

Experience

Desirable

Previous experience working in a GP Practice

Experience using EMIS and Docman

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Cross References and Citations:

1. [Medical Receptionist TeachingeducationJobs Skelmersdale Teachingeducation ↗](#)
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