

Medical Receptionist

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Company: Medic Cover Limited

Location: West Dulwich

Category: other-general

We have several Medical Receptionist Vacancies in and around London starting in the next few weeks.

Medical Receptionist experience required alongside Emis Web and SystmOne trained.

Candidates without Emis Web experience will not be contacted.

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

Medic Cover Benefits

- * Variety of shifts both locally and nationally
- * Competitive Pay Rates
- * Book and manage your shifts online
- * Flexible working to suit your lifestyle
- * Weekly Pay
- * Support when you need it
- * Dedicated Recruitment Consultant
- * Fast-Track Registration

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