

JOB DESCRIPTION

GP RECEPTIONIST REQUIRED

HOURS: 24 per week (Part time)

PURPOSE: To assist the Clinicians in the everyday running of the Practice.

ACCOUNTABLE TO:- Doctors/Practice Manager

PRINCIPAL DUTIES & RESPONSIBILITIES: -

1. Deal with patients coming into the practice
2. Activate/de-activate telephone answering system.
3. Answer telephone queries.
4. When required, open Surgery premises, de-activate alarm system and at end of day, activate alarm system and ensure the Surgery premises are locked and secure
5. Ensure all relevant messages are passed on to doctors.
6. Make appointments.
7. Take and prepare prescription requests ready for Doctors signature.
8. Ensure any medical records are ready for Doctors when required.
9. File/transfer medical records when required.
10. Ensure patient's details are correct on medical records and on computer.
11. Greet Surgery guests, ensure they sign-in and make refreshments if required.
12. Clean up spillages with the correct procedure, if required. Replace sharps boxes when required.
13. Any other reasonable duties as requested by the Lead Receptionist/Clinicians/Practice Manager.

CANDIDATE

Must be a team player with good communication and computer skills. Duties will include dealing with telephone calls, booking appointments, dealing with patients face to face, producing prescriptions and all other medical reception and administration duties including typing as required. Knowledge of the INPS Vision computer system would be a great advantage. The successful candidate will have to be flexible, working different/additional shifts to provide cover for absent colleagues if required.