

JOB TITLE	Medical Receptionist
ORGANISATION	
LOCATION	Adelaide
WORK TYPE	Full Time
CLASSIFICATION	Accounting
OPEN DATE	20 Oct 2018
CLOSING DATE	22 Nov 2018
REQUIRED SKILLS	
ROLE DESCRIPTION	<p>Imagine working for an employer that offers you temp assignments with some of Adelaide's leading organisations. Whether you are a career temp looking for that stepping stone before finding your perfect permanent role or looking for flexibility, Talent Options have the positions to create that balance and satisfy your needs. At Talent Options we care about you and we offer a unique and personal experience starting with that first initial phone call, your first day on the job and ongoing assignments.</p> <p>We are looking for expressions of interest for candidates with Medical Administration/Receptionist experience that may be interested in short-term positions in the following roles. Medical Receptionists Typists & Data Entry Clerk Admission Clerks Records Management Staff Billing & Accounts Clerk Rostering & Scheduling Clerk</p> <p>Ideal applicants will possess:</p> <ul style="list-style-type: none"> • A confident personality with experience managing a front-desk • An understanding of medical billing including Medicare and health fund rebates including HICAPS • Self-motivated and pro-active, working effectively in both independent and team situations • Possess sound computer skills, including proficiency with MS Office Suite • Performing administrative duties including banking, filing, record keeping and general administrative tasks • Experience with either Genie, Medicaldirector, Pracsoft preferred • Professional presentation

- Excellent communication skills both written and oral

Some of our clients also require National Police Checks, or DCSI screening so if you have these it will assist us placing you from our candidate pool.

If the above sounds like you and you're available immediately please click on 'APPLY' and attach your resume in word format.