

## EXPRESSION OF INTEREST Medical Receptionist

**(Full time position – Hervey Bay clinic and Full time position Maryborough clinic - subject to ongoing funding)**

Galangoor Duwalami Primary Health Care Service works with the local Aboriginal and Torres Strait Islander community and relevant key stakeholders to increase access and provide a coordinated comprehensive primary health care service with a focus on management and reduction of chronic disease in the Aboriginal and Torres Strait Islander communities in the Fraser Coast Region.

There are two full time positions available – one at Hervey Bay and one at Maryborough clinic, however, there may be a requirement to work at the other clinic from time to time as directed by the Health Services Manager/Practice Manager. Both Maryborough and Hervey Bay clinics are newly purpose built with state of the art equipment. This is an exciting opportunity to join a team committed to make a direct impact on improved health outcomes in the Aboriginal and Torres Strait Islander community.

We are looking for an experienced Medical Receptionist who is passionate, enthusiastic with meticulous attention to detail and an excellent team player.

As a member of a multi-disciplinary team you will ensure effective administration, appointment management and MBS billing practices are delivered in accordance with our Model of Care.

***Competitive Salary Package – (including Salary Sacrifice) base from \$43,000 per annum depending on qualifications and experience***

### **Key Duties include:**

- Coordinate patient registration, appointment and contact details
- Medicare Claims processing, receipting and exceptions
- Closing The Gap initiatives; Medicare items, DVA processing
- Front Desk duties which include a thorough commitment to consumer focus
- Office and Admin support services

### **Key Requirements include:**

- Certificate 111 in Business / Medical Reception or equivalent is required
- Sound experience and track record in equivalent medical services or office administration roles
- Excellent data entry skills and meticulous attention to detail
- Excellent communication skills – written, verbal and interpersonal
- Ability to value add to the team as integral team member
- Commitment to professional development and lifelong learning
- Exhibit a demonstrated cultural capacity and safety practice with Aboriginal and Torres Strait Island people

**Enquiries and Applications (A brief cover letter, Resume and 2 references) can be addressed to: Joanne Proudley (Practice Manager) by email at:**

**[joanne.proudley@gdphcs.com.au](mailto:joanne.proudley@gdphcs.com.au)**

**Applications close 18 January 2019.**