**Medical Receptionist/Administrator**

**Beechwood Medical Practice**

**Full Time, Permanent Post**

**Job summary**

We are a long established practice of 8 GP partners, supported by a large, close knit team of other clinical and admin staff.  Due to our increasing list size we are looking to recruit an additional member of staff to help us continue to provide a high quality service.

We are keen to recruit someone who can provide a high level of quality customer service and who can use their initiative and common sense to find practical solutions to the many enquiries we deal with each day.  This role would be based for some hours in the reception office interacting mainly with patients and at other times your role would be in our back office environment where you would be engaged with more administrative work.  You will be given a wide variety of work to do and full training for all roles will be provided.

Opportunities for future career development would be supported for employees who are interested in progression.

**Main duties of the job**

Your role within the Reception team will include:

Greeting patients and visitors, booking appointments, answering telephone calls, ensuring the clinicians have everything they need for the day.

Admin work in reception would include assisting patients who would like to register with the practice, processing prescription and sick note requests, and helping patients with general enquiries.

Your role within the Admin team will include:

Learning how referrals are made, helping with scanning and coding of medical information, communicating with patients who might need annual review or follow-up; processing, and responding to, incoming electronic and paper communications.

We would provide you with in-house and external training courses to support your learning of these skills.

**About us**

We are a happy and diverse team who enjoy working together with the common aim of providing a great service for our patients.

We are lucky to work out of a spacious, light and modern premises with secure on-site parking.  You will have access to a staff cycle scheme and childcare voucher scheme.

Competitive rates of pay, good opportunities to progress your career, and eligibility for the NHS or other pension schemes.

We also have a weekly lunchtime yoga session, regular social events, free daily refreshments and lots of home made cakes.

To apply please complete the practice application form and return to sarah.monteith@nhs.net by closing date of 15th July 2022. If you would like to find out more, or would like to arrange an informal visit, please contact Sarah Monteith on 0117 9082328 or email.