



# Medical Receptionist

Central Highlands Healthcare (Emerald Medical Group and Emerald Employment Medicals) is looking for exceptional people to join our administration team in both our General Practice and Employment Medicals team.

## About us

We are dedicated to meeting the needs of the local community and are different to other GP clinics in that we are a not-for-profit organisation. We continually look for ways to improve healthcare in the Central Highlands through reinvestment into medical services and equipment, education of healthcare staff and providing options for specialists to work locally.

## What are we looking for?

We are looking for staff across our opening hours and have multiple positions available for the right people. Our opening hours are:

- 7am – 7pm Monday – Friday
- Saturday 9am – 3pm
- Sunday 10am – 2pm

## Benefits

As a not-for-profit we have generous salary packaging options available and pay above award

## Primary Responsibilities include:

- Answering phones, greeting patients face to face and booking
- Processing payments through invoicing, Medicare, work-cover and via eftpos
- Manage patient queries and liaising with doctors and nurses
- Maintaining patient records and managing paperwork
- Providing assistance in our Covid-19 Respiratory and Vaccination Clinics
- General administration tasks and activities to ensure the running of the practice

### T/A Emerald Medical Group

07 4986 7400

[enquiries@chhealth.com.au](mailto:enquiries@chhealth.com.au)

Lot 1, Pilot Farm Road, PO Box 1844, Emerald QLD 4720

[www.emeraldmedicalgroup.com.au](http://www.emeraldmedicalgroup.com.au)

### T/A Emerald Employment Medicals

07 4982 4500

[medicals@chhealth.com.au](mailto:medicals@chhealth.com.au)

Specialist Suite, Lot 1, Pilot Farm Road, PO Box 1844 Emerald QLD 4720

[www.emeraldemploymentmedicals.com.au](http://www.emeraldemploymentmedicals.com.au)



Please apply if you are able to meet the following requirements:

- Reliable, positive and have a strong work ethic
- Ability to work in an ever changing environment, multi-task and manage competing priorities
- Strong customer service skills with an ability to work in a fast paced environment
- Strong verbal and written communication skills
- Strong computer and technology skills
- Previous experience with Best Practice is desirable
- Previous experience with Coal Board Medicals is desirable

### **How to apply:**

If you are interested in being part of our team please email your resume to [enquiries@chhealth.com.au](mailto:enquiries@chhealth.com.au).

We thank all applicants for their interest and advise that only those selected for interviews will be contacted.

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