

Baltimore Park Surgery Medical Receptionist

JOB TITLE:	MEDICAL RECEPTIONIST
RECRUITING MANAGER:	Andrea McFarlane – Deputy Practice Manager
DATE:	May 2019

EXPERIENCE
Experience of working within a health care setting
Practical experience of working within a team environment demonstrating support for other team members
Experience of working with the general public both face to face and on the phone
Experience of working with people with challenging behaviours and dealing with them in a constructive manner
Practical experience of accurately putting data onto a computer and accessing data
Experience of using EMIS to input and access information
Experience of working in a pressurised environment and the ability to make appropriate decisions

SKILLS
Clear spoken and written English language
The ability to prioritise workload with minimal supervision
Demonstrable ability to work to deadlines
An ability to read and input data accurately
Demonstrable ability of attention to detail when recording information

BEHAVIOURS
An understanding of the principles of confidentiality
A willingness to work flexibly and support others in the team

KNOWLEDGE
Knowledge of Baltimore Park Surgery demonstrating that they have done some research