**MEDICAL SECRETARY / RECEPTIONIST POSITION**

Advance Physiotherapy have a small and specialised team of physiotherapists based on Bealey Ave in Christchurch. We are looking for a motivated and capable medical secretary for start as soon a possible, to manage front office, bookings and specialist referrals. Ideal for someone with medical administration experience looking for part-time work with some work-from-home time. We have a harmonious team, with plenty of on-site parking and cafés in walking distance.

You will be in charge of office administration, bookings and specialist referrals for 2 part-time Specialist Physiotherapists and 2 part-time physiotherapists on a busy front-desk reception. Some ‘at home’ work will be required on non-clinic days. Total hours approx. 20-30 hrs per week.

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| Organisation: | Advance Physiotherapy |
| Title: | Medical Receptionist and Secretary |
| Primary Role: | Managing bookings, ACC and payments for general scope and specialist physiotherapy appointments. |
| Contract Basis: | Independent Contractor |
| Hours: | **Clinic days**:   * Monday, Tuesday, Wednesday (approx 8am – 5pm (neg) * Occasionally Thursday (8am – 12pm (neg) * Approx. 20-30 hours per week   **Remote work:**   * 5-10 extra hours during the week on non-clinic days   + Clearing phone messages and responding to enquiries   + Clearing and responding to email correspondence   **After Hours work:**   * The only after-hours tasks included in this role are:   + Managing bookings to optimise full bookings for Monday only (1.5x pay applies). |
| Pay | In accordance with qualifications and experience in medical reception work. |
| Location: | Advance Physiotherapy premises |
| Equipment: | Own laptop/computer required for non-clinic days. |
| Reporting to: | Director |
| Drivers’ Licence: | Required. |
| Commencement: | Immediate or as soon as possible. |

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| Role Purpose: | * To manage patient appointment bookings for general scope and specialist physiotherapy * To lodge ACC claims and obtain claim details where required. * Manage front desk, appointments and payments |
| Responsibilities: | * Manage patient appointments for general scope physiotherapy: * Manage ACC claims * Manage patient payments * Typing and correspondence * Manage Specialist referrals, referrer enquiries, bookings, ACC billing and reports * Basic accounts may be required and experience with Xero would be an advantage. |
| Qualifications: | Medical/health administration qualification is preferred but not essential |
| Direct Reports: | * None |
| Professional Skills: | * Computer literacy and experience working experience with Microsoft programmes including Word, Excel and pdf file management/conversion. * Ability to work independently, prioritise, anticipate and problem-solve |
| Personal Attributes: | * Well presented with excellent communication skills * Self-motivated and willing to strive for excellence in service delivery, including ongoing improvements to existing processes. * Ability to identify and solve problems * Highly organised with good time management and ability to prioritise * Proven attention to detail * Reliable * Communicates effectively with strong written and verbal communication skills |
| Experience: | * Medical reception experience essential. * Medical Specialist/Secretarial and/or PA experience preferred. * Experience using Gensolve Practice Management system required. |
| Required: | * NZ residency or a valid NZ work visa * Reliable internet access and cellphone reception for remote work |
| Remuneration: | An Independent Contract will be negotiated according to the appointee’s qualifications and experience (+GST if registered). |

Applications will be reviewed as they are received.

Please email a cover letter and your CV, including the names and contact details for 2 referees to: [admin@advancephysiotherapy.co.nz](mailto:admin@advancephysiotherapy.co.nz)