**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.

|  |  |
| --- | --- |
| 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.  |

|  |  |
| --- | --- |
| 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