

Apprentice Receptionist - Oaklands Health Centre (43217)

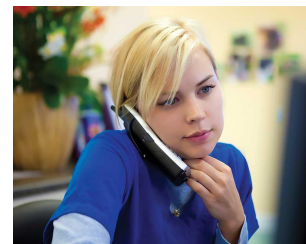
Location: **Huddersfield**

Posted: **24th November 2021**

Employer: **National Business College**

Role type: **Apprenticeship**

Entry Requirements:



This vacancy is working at Oaklands Health Centre in Thongsbridge, Holmfirth.

Business:

Health Centre

Training provided:

- Customer Service Practitioner Standard
- Functional Skills in English and Maths

Pay details:

£4.30 per hour

Hours:

Monday-Friday, 37 Hours per week

Requirements:

- Candidates must have first class communication skills as they will be dealing with the general public on a day to day basis.
- Apprentices will receive Functional Skills in Maths and English if they do not hold GCSE grade 4 or above.

Minimum age:

16

Description:

Typical day to day duties include:

- Receive patients at reception and make appointments using EMIS.
- Manage phone systems, taking calls and messages, and referring calls to triage system or others as required.
- Respond efficiently and courteously to all queries and requests for assistance from patients.
- Explain practice arrangements and formal requirements for new patients, temporary residents and ensure procedures are completed.
- Provide administrative support where necessary, including data input.
- Scan correspondence into patient notes
- Ensure that all paper records are kept neat and tidy and in good repair, with all the necessary information recorded correctly on the outer cover.
- Retrieve and re-file records as required.
- Liaise with hospital/clinics as required
- Sorting and filing of post

How to apply:

Email office@nationalbusinesscollege.co.uk

for more information or ring 01484 430433

To enquire about this role:

Company website: <https://www.nationalbusinesscollege.co.uk>

