

CANOLFAN FFEDDYGOL BRON DERW MEDICAL CENTRE

Ffordd Glynne Road, Bangor, Gwynedd, LL57 1AH
Tel: 01248 370900

FULL TIME MEDICAL RECEPTIONIST VACANCY Bron Derw Medical Centre, Bangor.

37 hours per week (over 5 days, varied hours to cover at least one 8am start and two late 6.30pm finish)

We at Bron Derw Medical Centre are looking for an enthusiastic, motivated person to join our evolving busy reception team. Working within a medical environment would be desirable but not essential as full training and support will be given.

You must be willing to undertake training and development and work well as part as a team. You must be literate and numerate and have excellent communication and computer skills. The language of spoken Welsh desirable but not essential.

We are a diverse practice serving our local community of Bangor and surrounding areas with a practice population of over 10,000 patients.

We are a digital first practice with Econsult being our first point of access for patients and the main Reception area duties include:

- Answering the telephone and call navigation to appropriate clinicians and team members.
- Monitoring Econsult downloads via the Smartibox software and monitoring of the General enquiries' mailbox, working alongside the Triage GP.
- Data inputting
- Repeat Prescriptions requests and online prescriptions
- Monitoring/ action test results from the shared services results portal
- Docman Scanning (scanning of secondary care letters into patient records)
- Photocopying and registrations
- Greeting patients who have booked appointments
- Dealing with patient queries, including GP queries
- Booking of appointments
- General duties located in different areas of the practice and providing admin support with the winter vaccination programme.
- Working within your professional boundaries.
- Being part of a close team who support each other.
- Must be flexible to cover sickness and holiday leave.

NHS pension scheme available.

Successful applicants must undertake DBS check at the surgeries expense.

Closing date 07.07.2023

Apply with CV to the Practice Manager Practice.Manager.w94034@wales.nhs.uk