

**GP PRACTICE RECEPTIONIST AO3 – Short Term Contract 16.10.2023 - 08.12.2023  
NORFOLK ISLAND HEALTH AND RESIDENTIAL AGED CARE FACILITY (NIHRACS)**

NIHRACS is seeking expressions of interest for a Medical Administration Officer Level 3 to work in the GP Clinic. A person who aligns with our values, that is focused on providing a high-quality experience for our patients. You will be responsible for greeting our patients, supporting our doctors and nurses, answering calls, triage and booking appointments, billing, and administrative tasks.

**Selection Criteria:**

- Excellent communication skills, written and verbal.
- Ability to work independently, show initiative and work productively in a team environment.
- Previous experience in the use of Medical Director and PracSoft or similar client/patient management system.
- Working knowledge of windows based software systems (e.g. word, excel).
- An understanding of medical terminology, medical and allied health professional organisations and relevant stakeholders.
- An understanding or experience of the Royal Australian College of General Practitioners Standards for General Practices.
- Current CPR certificates or willingness to obtain.

Award: Health Employees Administrative Staff (State) Award

Please forward application, addressing the selection criteria, current CV and names of two referees to Carrie Gilmore, GP Clinic Manager NIHRACS.

email: [gpmanager@health.nlk.gov.nf](mailto:gpmanager@health.nlk.gov.nf)

Closing date: COB Friday 29<sup>th</sup> September 2023