

Dockside Clinic

35 Cairns Street,
Kangaroo Point, Qld 4169

Website: www.docksideclinic.com

About the Position – Receptionist

Dockside Clinic is looking for an experienced General Practice receptionist to work casually in the clinic. This would involve approximately 10-15 hours per week and cover for holiday leave and sickness as it occurs.

Experience in Medical Director and Pracsoft is essential. Our team is a small one and therefore working together is even more important than a larger team.

The following criteria is essential

- *General practice experience including private billing*
- *High level of competency with Pracsoft*
- *Ability to be flexible with working hours*
- *High level of communication skills with Patients and Doctors*
- *Enthusiasm for learning new things and ability to solve problems*
- *Good sense of humour*
- *Strong organisational skills*

You will be required

- *to manage all activities in the practice while you are the receptionist on duty*
- *to ensure that doctors have available to them all of the resources required*
- *to assist the team provide the best possible care and service to patients*
- *to manage the appointment schedule to optimise outcomes for patients and doctors*

The successful candidate will be rewarded with generous support and training from the management team and practitioners. Remuneration will vary depending on level of skill, experience and ability to work independently

Practice Advertisement – Employment Opportunities for Receptionist position

About the Practice

Dockside Clinic Kangaroo Point is owned and operated by Dr. Peter Kent. Peter has owned this practice since February 2007 and since this time patient numbers have been steadily increasing. Peter has worked for 20 years in Logan City prior to his purchase at Kangaroo Point. Peter is supported by Dr. Heather Jeffery. Both doctors work fulltime.

Dockside Clinic is a boutique Practice situated in one of the original Kangaroo Point Cottages. The ambience is engaging while the clinical practices are professional. The practice privately bills over 70% of patients. We bulkbill immunisations, patients over 75 years of age and veterans and their families. Doctors can BB follow-up appointments and repeat scripts and other patients at their discretion.

While we originally expected to have a large elderly clientele we have found a large number of families from surrounding suburbs and young couples, many of whom are seeking antenatal care help ensure that we have a broadly based family focussed practice growing steadily from personal referral.

Dockside Clinic opens Monday to Friday only. The clinic opens at 8.30 but takes calls from 8.00am.

On Monday and Thursday Peter Kent provides evening appointments until 7pm for patients who cannot make appointments during the day. Tuesday Wednesday and Friday evening we take our last appointments around 5pm. Family Care Medical Services provide for our patients after hours.

We use Medical Director and Pracsoft and while we were not able to register as a teaching practice in the current Triennium we would seek to do this in the future as Peter has done for nearly 20 years.

We have onsite practice management by Donna Kent. Kym Geier and Meg Johnson make up the small but dedicated reception team.

Dockside Clinic is a doctor owned, professionally managed practice seeking to provide continuity of care to our patients in a highly professional clinical environment.

For more information or to express an interest, please contact:

Contact Person: Donna Kent, Practice Manager

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