

# **THE UPPER EDEN MEDICAL PRACTICE**

## **Receptionist – Job Description**

**Job title: Receptionist**

**Report to: Practice Manager & Reception Lead**

### **Job summary**

Receive, assist and direct patients in accessing the appropriate service or healthcare professional in a courteous, efficient and effective way.

Provide general assistance to the practice team and project a positive and friendly image to patients and other visitors, either in person or via the telephone.

### **Job responsibilities**

- Ensure an effective and efficient reception service is provided to patients and any other visitors to the Practice.
- Deal with all general enquiries, explain procedures and make new and follow-up appointments.
- Using your own judgment and communication skills ensure that patients with no prior appointment but who need urgent consultation are seen in a logical and non-disruptive manner.
- Explain Practice arrangements and formal requirements to new patients and those seeking temporary cover and ensure procedures are completed.
- Receive and make telephone calls as required. Divert calls and take messages, ensuring accuracy of detail and prompt appropriate delivery.
- Using the computer to keep records up to date.
- Deal with requests for home visits and ensure they are triaged by the duty doctor.
- Advise patients of relevant charges for private (non-NHS services), accept payment and issue receipts for same.
- Enter patient information on to the computer as required.
- Retrieve and re-file records as required, ensuring strict alphabetical order is adhered to.
- Ensure correspondence, reports, results etc. are scanned and filed promptly and assigned to the correct records, ensuring that all recent correspondence is available when patients are seen.
- Process outstanding Tasks through the Practice PC software system, EMIS.
- Ensure the waiting area is clean and tidy and all posters are current and in date.
- Clear consulting rooms of mugs etc. at the end of each day and wash them in the kitchen.
- If first to arrive at the practice, de-activate the alarm and make all necessary preparations to receive patients.

# **THE UPPER EDEN MEDICAL PRACTICE**

## **Receptionist – Job Description**

- If last to leave at the end of the day, ensure that the building is totally secured, all doors and windows are locked, internal lights are off and the alarm is activated.
- Ensure that all new patients are registered onto the computer system promptly and accurately.
- Undertake any other additional duties appropriate to the post as requested by the Partners or the Practice Manager.

### **Confidentiality**

In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately. In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential

Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

### **Health & safety**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures. This will include:

- Using personal security systems within the workplace according to practice guidelines.
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills.
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
- Actively reporting of health and safety hazards and infection hazards immediately when recognised.
- Keeping own work areas and general/patient areas clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role.
- Reporting potential risks identified

# **THE UPPER EDEN MEDICAL PRACTICE**

## **Receptionist – Job Description**

- Demonstrate due regard for safeguarding and promoting the welfare of children and vulnerable adults.

### **Equality and diversity**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.
- Behaving in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

### **Personal/professional development**

The post-holder will participate in any training programme implemented by the practice as part of this employment, with such training to include:

- Participation in an annual individual appraisal, including taking responsibility for maintaining a record of their own personal and/or professional development.
- Taking responsibility for their own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

### **Quality**

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk.
- Assess own performance and take accountability for their own actions, either directly or under supervision.
- Contribute to the effectiveness of the team by reflecting, both on their own and on team activities and making suggestions on ways to improve and enhance the team's performance.
- Work effectively with individuals in other agencies to meet patients' needs.
- Effectively manage own time, workload and resources.

# **THE UPPER EDEN MEDICAL PRACTICE**

## **Receptionist – Job Description**

### **Communication**

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.
- Recognize people's needs for alternative methods of communication and respond accordingly.

### **Contribution to the implementation of services**

The post-holder will:

- Apply practice policies, standards and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Attend all relevant team & Practice meetings
- Participate in audit where appropriate.

Please note that this job description is not exhaustive and other duties may be added if they are deemed by management or the GP Partners to fall within your remit.