

# Position Vacant

<b>Location</b>	<b>Lingard Private Hospital</b>
<b>Position</b>	<b>Administration Officer – Medical Suites (Casual)</b>

## Description

Lingard Private Hospital is located next to Merewether beach and 5 minutes from Newcastle CBD. Lingard is part of the Health Care Group of hospitals that formed in 2005 and is now one of the largest corporate private hospital operators in Australia. Lingard is a leading acute surgical facility comprising of an active surgical department with 15 operating theatres, robotics program, level 1 and level 2 intensive care unit, coronary care unit, cardiac catheterisation laboratories and medical/rehabilitation unit.

The Administration Officer will play a crucial role in supporting our Consultants on a casual basis across a 5 day week Monday to Friday and will be backfilling team leave as required.

### Duties and Responsibilities:

- ✓ Co-ordination and management of clinics including booking appointments, obtaining referrals.
- ✓ Organising ongoing appointments with other healthcare professionals.
- ✓ Billing patient accounts and debtor follow up.
- ✓ Maintaining patient files.
- ✓ Liaising with hospital administration to arrange admission.
- ✓ Supporting our consultants with administrative support as required eg, coordinating diaries.
- ✓ Maintaining patient databases, overseeing satellite clinics, providing reports as requested.
- ✓ Taking phone messages, managing phone enquiries.

### Essential Criteria:

- ✓ Previous experience in a Medical Practice.
- ✓ Competent and accurate typing skills.
- ✓ Demonstrated high level customer service skills.
- ✓ Attention to detail and high level of accuracy in data entry.
- ✓ Professional phone manner and advanced computer skills
- ✓ Ability to work both independently and in a team environment
- ✓ Flexibility to cover satellite clinics in the Hunter and Port Stephens areas, as required.
- ✓ Ability to work across a 5 day roster to meet the needs of our consultants.
- ✓ Experience with Practice software such as Genie, Gentu, Clinic to Cloud and Blue Chip.
- ✓ Professional appearance and attitude.
- ✓ Certificate in Medical Terminology.

**Closing date: Friday 30<sup>th</sup> October 2020**

All written applications must address and meet essential criteria. Applications must include current CV and names of at least 2 professional referees. The position is a Grade 3 role, the hourly award rate is \$29.23 plus 25% casual loading.



If you are deemed suitable for the position, but not ranked first, you may be placed on an eligibility list. Applicants placed on an eligibility list are ranked in order of merit. If the position you applied for, or a similar position, becomes available within the period the list is active (usually 6 or 12 months), the position may be offered to the next ranked candidate on the list.

## Position enquiries and applications

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