



## PARKSIDE COSMETIC SURGERY

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### ENROLLED NURSE/MEDICAL RECEPTIONIST

#### **About Us:**

Parkside Cosmetic Surgery is a Fully Accredited Day Surgery Facility located on the city fringe of Adelaide adjacent to the Parklands. Established over 15 years ago by Dr Michael Higgs our mission is to provide services of the highest possible standard in order to enhance our patient's physical image and promote their self-esteem. We provide a full range of cosmetic surgery and non-surgical options for our patients.

#### **The Role:**

This is a casual part-time role working between Monday - Friday. Initially 3 days per week moving to 3-5 days per week following the induction & training period. Occasional Saturday and/or extended trading hours shifts may be required. Flexibility on rostered hours and rostered days to cover annual leave and/or sick leave is required.

#### **Duties will include but not limited to:**

##### Clinical Nursing Duties

- Patient Education
- Surgical Garment Fitting
- Wound Care
- Phlebotomy
- Chaperone
- General Nursing Duties
- Clinical Audits.

## Customer Service/Medical Reception Duties

- Payment Handling EFTPOS
- Data entry in practice management software/word processing/spreadsheets and accounting software
- Provide Support to Senior Administration team as required
- Provide Medical Records management
- Provide Quality and Safety Support as required
- Manage Patient bookings
- Meet and greet patients and handle patient enquiries
- Answer incoming calls
- Medicare and Private Billing
- Scanning & Faxing documents
- General Administration tasks.

## About You:

- Current Registration with AHPRA as an Enrolled Nurse
- Have excellent interpersonal skills and a customer service focus.
- Be able to be flexible and work within a small multi-disciplinary team.
- Experienced in all clinical nursing duties above.
- Have good computer proficiency.
- Have previous experience in the Customer Service/Medical Receptionist duties above desirable (not essential)
- Have a genuine desire to learn new skills.

Must be an Australian Citizen or Permanent Resident If you feel you have the necessary skills and experience for this position, please email your application to the Practice Manager Louise Holme [businessmanager@parksidecosmetic.com.au](mailto:businessmanager@parksidecosmetic.com.au) call 8357 0300. Up to \$30 p/hour + Super