



Unit 6 Pastorie Park
17 Reitz Street
Somerset West
7130
hr@spesprac.co.za
021 827 1434

Professional Medical Receptionist

N1 City, Cape Town Monday – Friday | 08:00 – 17:00

A Specialist Doctor based in N1 City is seeking a professional, experienced, and well-organised Medical Receptionist to join the practice.

The ideal candidate must have previous experience in a specialist medical practice, with a sound knowledge of VeriClaim, theatre bookings, and medical billing. We are looking for someone who is efficient, detail-oriented, patient-focused, and able to work well under pressure.

Key Responsibilities

- Welcoming and assisting patients in a professional and friendly manner.
- Managing appointments, patient enquiries, and the doctor's diary.
- Handling theatre bookings and liaising with hospitals and relevant medical personnel.
- Processing medical claims and performing billing using VeriClaim.
- Verifying patient details and medical aid information.
- Following up on outstanding accounts, claims, and authorisations where required.
- Maintaining accurate patient records and ensuring confidentiality.
- Handling telephone calls, emails, and general administrative duties.
- Providing efficient day-to-day support to the specialist practice

Minimum Requirements

- Previous experience as a Medical Receptionist, preferably in a specialist practice.
- Knowledge and practical experience with VeriClaim.
- Proven experience with theatre bookings and billing.
- Knowledge of medical aid claims, authorisations, and medical billing procedures.
- Excellent communication, organisational, and administrative skills.
- Professional telephone etiquette and a strong patient-service orientation.
- Ability to multitask, work independently, and maintain confidentiality.
- Must have reliable transport and be willing to travel occasionally to Malmesbury



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Personal Attributes

- Professional, friendly, and presentable.
- Reliable, punctual, and well organised.
- Accurate, proactive, and attentive to detail.
- Able to work efficiently in a busy medical environment.

Interested candidates who meet the above requirements are invited to submit their CV to **jobs@spesprac.co.za**, detailing relevant experience with VeriClaim, theatre bookings, and medical billing.

Please note: Only shortlisted candidates will be contacted