



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

MEDICAL RECEPTIONIST – SPECIALIST PHYSICIAN

Mediclinic Cape Town

Monday – Friday | 08:00 – 17:00

A well-established specialist physician's practice based at MediClinic Cape Town is looking for a professional, friendly and experienced Medical Receptionist to join our team.

We are looking for someone who is organised, compassionate and confident in dealing with patients, with excellent attention to detail and a genuine passion for providing exceptional patient care.

Key Responsibilities

- Welcoming and assisting patients in a professional and friendly manner
- Managing incoming calls, emails and patient enquiries
- Scheduling and coordinating patient appointments
- Managing the doctor's diary efficiently
- Registering patients and maintaining accurate patient information
- Processing medical aid information and claims
- Preparing accounts and handling payments where required
- Liaising with hospitals, medical aids, pharmacies and other healthcare professionals
- Always maintaining patient confidentiality
- Providing general administrative support to the specialist physician and practice

Requirements

- Previous experience as a Medical Receptionist, preferably within a specialist or private medical practice
- Excellent communication and interpersonal skills
- Professional telephone manner
- Strong administrative and organisational abilities
- Computer literate and comfortable learning practice-management systems
- Good knowledge of medical aids and medical billing would be advantageous
- Ability to work calmly and efficiently in a busy environment
- A warm, caring and professional approach to patients
- High level of discretion and confidentiality



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What We're Looking For

The ideal candidate will be a mature, reliable and personable individual who takes pride in their work and understands the importance of creating a welcoming and professional experience for every patient.

If you are passionate about patient care, enjoy working as part of a close-knit professional team and have the experience we are looking for, we would love to hear from you.

Please send your CV and salary expectation to: hr@spesprac.co.za

Only shortlisted candidates will be contacted.