



Shirley Schlebusch

9108130014089

Experience

October 2010–August 2012
Receptionist ,Pay point operator

- Medicross Meldene
- Basic reception duties, seeing to patients needs, handling of all telephonic calls, filing of documents and files, capturing of medical accounts and data, making notes and memos to staff, Organizing daily schedules. doing basic IT requirements and fixing. Reporting any faults in the clinic to the correct support level.

September 2012 –January 2019
Receptionist, Pay point operator

- Medicross Sophiatown
- Basic reception duties, seeing to patients needs, handling of all telephonic calls, filing of documents and files, capturing of medical accounts and data, Organizing daily schedules, sending all claims to medical aids, obtaining pre auth where needed for procedures in room, putting medication on chronic for patients. Uploading documents to Healthone.



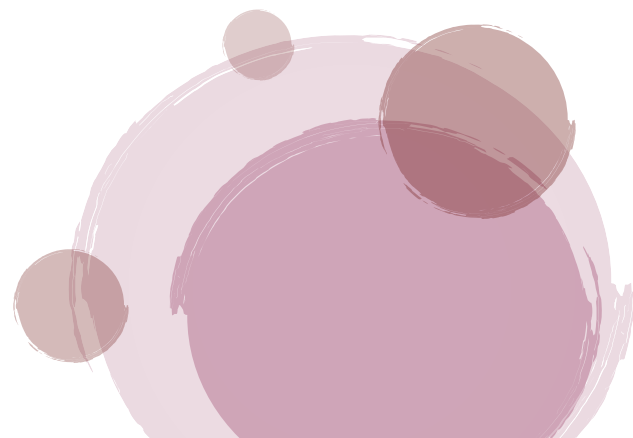
144 Gordon road
Northcliff Johannesburg

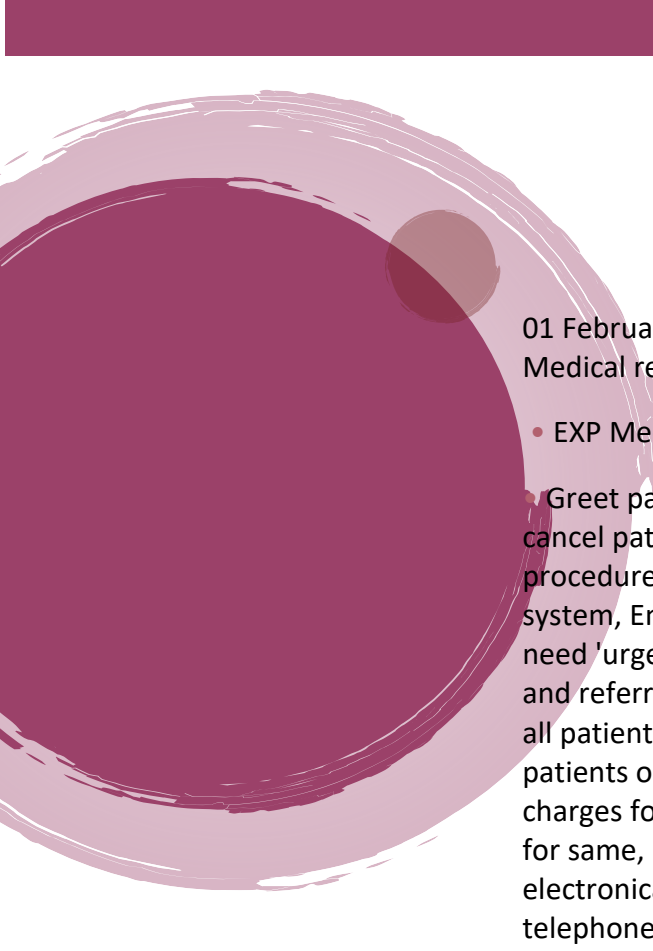


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Shirleymaritz91@gmail.com





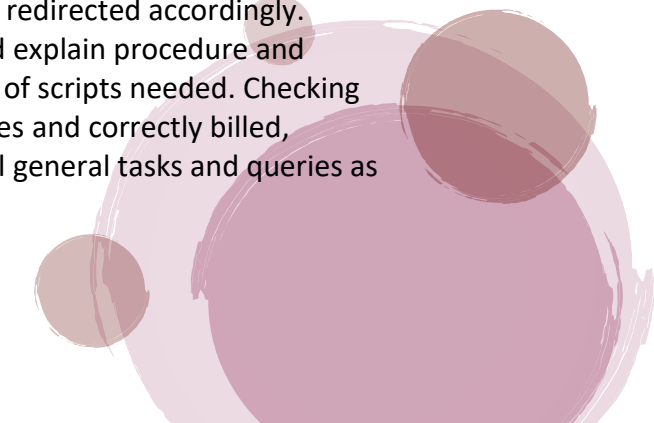
01 February 2019 – 31 March 2020

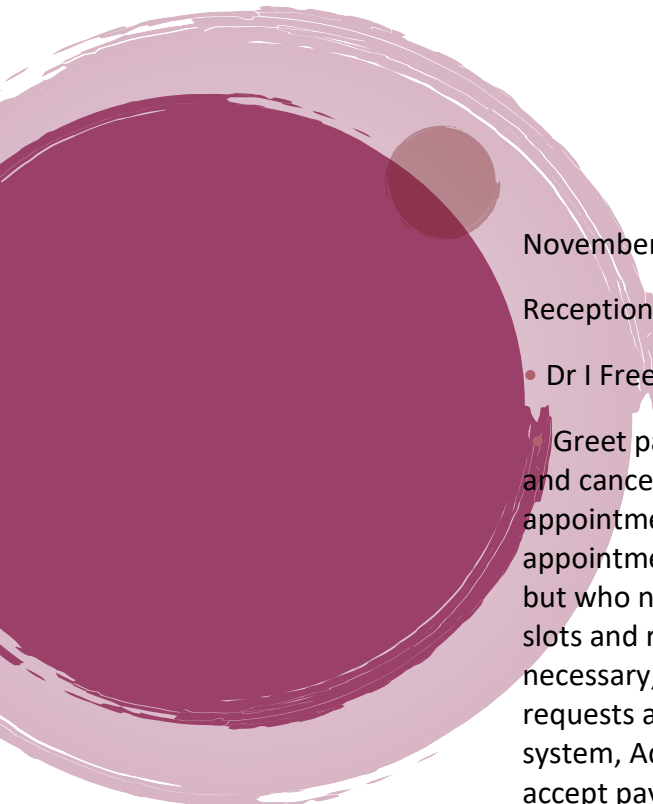
Medical receptionist

- EXP Medical centre Constantia kloof
- Greet patients and visitors to the practice, Book in, amend and cancel patient appointment inline with practice appointments procedures ensuing optimum efficiency of the appointment system, Ensure that patients without appointments but who need 'urgent consultations' are booked into appropriate slots and referred to a GP where necessary, Respond and/or redirect all patient and visitor requests accordingly, Set-up of new patients onto the computer system, Advise patients of relevant charges for private services, accept payment and issue receipts for same, Ensure correspondence, reports, results etc. are filed electronically in correct patient record, Answering incoming telephone calls, ensuring calls are documented and redirected accordingly.

01 April 2020 – November 2021

Receptionist, assistant

- Dr S. Guglielmetti West rand eye centre
 - Greet patients and visitors to the practice, Book in, amend and cancel patient appointment in line with practice appointments procedures ,ensuring optimum efficiency of the appointment system, Ensure that patients without appointments but who need 'urgent consultations' are booked into appropriate slots and referred to appropriate treating provider where necessary, Respond and/or redirect all patient and visitor requests accordingly, Set-up of new patients onto the computer system, Advise patients of relevant charges for private services, accept payment and issue receipts for same, Ensure correspondence, reports, results etc. are filed electronically and manually in correct patient record, Answering incoming telephone calls, ensuring calls are documented and redirected accordingly. Booking of theatre procedures, and explain procedure and paperwork to each patient, writing of scripts needed. Checking lens barcodes is the same as invoices and correctly billed, balancing stock and staff orders. All general tasks and queries as required.
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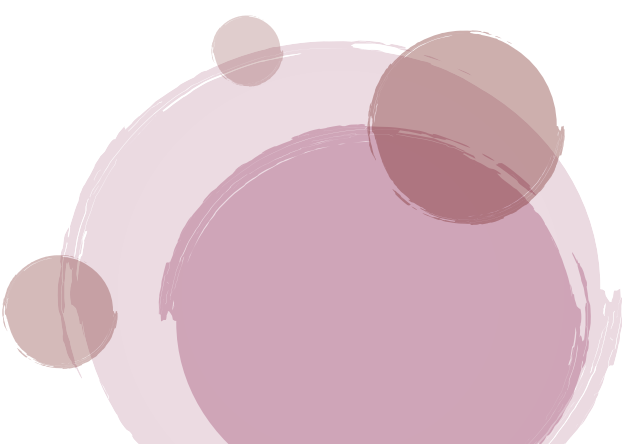


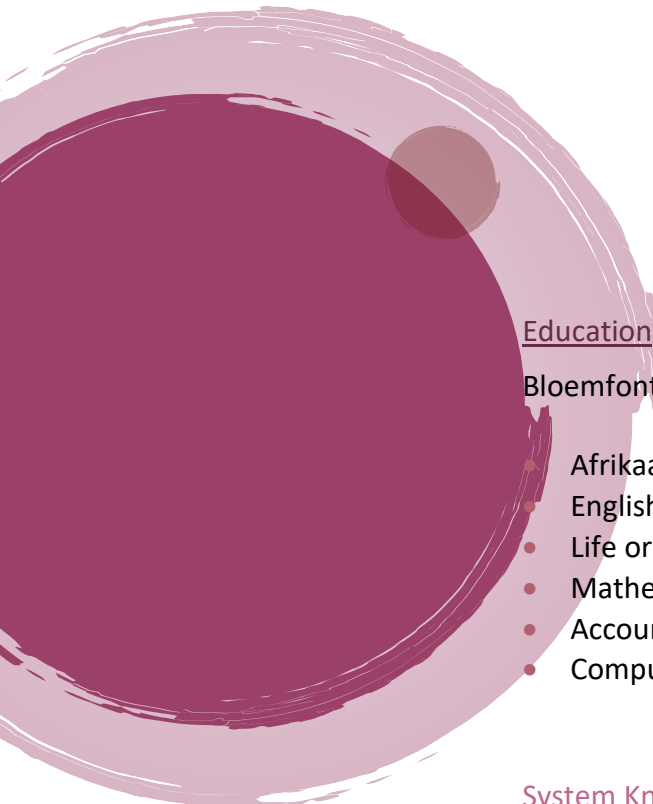
November 2021- date

Receptionist, assistant

- Dr I Freed Dr S Smith Visusense Ophthalmology

Greet patients and visitors to the practices, Book in, amend and cancel patient appointment in line with practice appointments procedures ,ensuring optimum efficiency of the appointment system, Ensure that patients without appointments but who need 'urgent consultations' are booked into appropriate slots and referred to appropriate treating provider where necessary, Respond and/or redirect all patient and visitor requests accordingly, Set-up of new patients onto the computer system, Advise patients of relevant charges for private services, accept payment and issue receipts for same, Ensure correspondence, reports, results etc. are filed electronically and manually in correct patient record, Answering incoming telephone calls, ensuring calls are documented and redirected accordingly. Booking of theatre procedures, and explain procedure and paperwork to each patient, writing of scripts needed. Checking lens barcodes is the same as invoices and correctly billed, balancing stock and staff orders. All general tasks and queries as required. Travel between 3 practices and assist with reception and admin duties of each day.





Education

Bloemfontein high school, Bloemfontein (2009)

- Afrikaans
- English
- Life orientation
- Mathematics literacy
- Accounting
- Computer applications Technology

System Knowledge

Medi Mass, Health Bridge, Healthone , GoodX , Microsoft Office , Elix

References

Dr Soterios Riga	083 302 1811
Dr Francois Maree	082 856 1115
Dr Jean du Plessis	011 482 2291
Dr Katie Rafferty	082 577 1401
Dr Irene Freed	083 564 5456
Francois Rothner	073 359 9497
Sophia Hartzenberg	010 597 7888

