

Dr Annie Fung

MBBS, FRACP

Nephrologist and Consultant Physician

Hobsons Bay Specialist Centre 93 Ferguson Street Williamstown 3016 Fax: 9397 7397	3/545 St Kilda Road Melbourne 3004 Fax: 9525 1888	Eastern Regional Specialist Centre 4/21-23 Arnold Street Box Hill 3128 Fax: 9898 1689
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6 November 2017

To whom it may concern

Re: Part Time Medical Secretary for Medical Specialist

An exciting opportunity has become available for a medical secretary seeking a work/life balance or some extra income! A flexible part time offer exists for a 10 to 14-hour per fortnight to be my medical secretary with some of secretarial work to be carried out in your own home as well as joining me in private consulting rooms on Monday afternoons, 2-3 times per month at Hobsons Bay Specialist Centre, 93 Ferguson Street, Williamstown 3016, and monthly at 3/545 St Kilda Road, Melbourne 3004.

I am a Kidney Specialist who works at Box Hill Hospital and 3 different private consulting suites located in Williamstown, Melbourne and Box Hill. I have been practising renal medicine for the past 9 years and I utilise both electronic and paper file records. I enjoy a great degree of mutual respect, support and harmony within the practice and I am eager for this to continue.

My medical secretary will fulfil a key role in coordinating patient appointments and billing in all 3 private consulting rooms, maintaining and promoting excellence in medical reception responsibilities and ethical conduct, and ongoing public relations with GPs, hospital staff and other specialists.

The successful candidate will be a person of integrity, a team player, quick learner, pleasant, calm and proactive about ensuring smooth running of my rooms and a personal sense of ownership of my private practice. A caring and empathic attitude towards patients is required. Computer literacy and familiarity with practice management software, Zedmed are essential. A laptop with Zedmed installed and a mobile phone will be provided for work purposes. An initial 3-month probation will be in place.

If you are interested in this position or know anyone who might be, please email your Curriculum Vitae with 2 Referees to annie.fung@easternhealth.org.au

Yours sincerely,

Dr Annie Fung