

# Medical Receptionist Course

- WHEN** Starts: Thursday, November 24th 2022 at 9:00 AM  
Ends: Friday, November 25th 2022 at 4:30 PM
- WHERE** Australia
- COST** Staff of RACGP members Early bird\* \$345 | Regular rate \$385 | Staff of non-members Early bird\* \$405 | Regular rate \$445 | If three or more from one practice, third and subsequent participants \$180 | \*Early bird ends 10 Nov 2022



Scan for [more information](#)  
and [registration details](#)

Medical receptionists are the face of general practices. They are the first point of contact for patients, handle sensitive information and juggle many tasks.

This 2 day program covers a wide range of topics relevant for non-medical practice staff to increase skills and confidence required to deal appropriately when working at a medical practice. Enrol in this course to refresh your skills or learn the new rules and expectations.

To register for the course or for more information, please contact Jovi Stuart on [nswact.events@racgp.org.au](mailto:nswact.events@racgp.org.au) or 02 9886 4700