

# TEMPLEHILL SURGERY

## Medical Receptionists/Administrators

THE FIRST POINT OF  
CONTACT FOR ALL  
PATIENTS

1



2

HIGHLY TRAINED  
AND  
KNOWLEDGABLE

WILL ASK  
QUESTIONS  
RELATED TO YOUR  
MEDICAL QUERY

3



4

WILL SIGNPOST YOU  
TO THE CORRECT  
MEDICAL  
PROFESSIONAL FOR  
YOUR CONCERN

WILL ALWAYS SEEK  
ADVICE FROM GP OR  
MANAGEMENT  
WHERE REQUIRED

5

Templehill Surgery

