



**PASIÓN POR EDUCAR**

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## **Describing the hospital team.**

In the next essay we will talk about the description of a receptionist inside the hospital. The receptionist works in hospitals, hotels, offices, among others.

She is a person in charge of administration and support where she works.

What they They do is receive patients and other visitors. In addition, its functions include administrative tasks such as updating computer systems, recording appointments, confidential records of patient information, and recording information obtained by phone or email.

They also carry out numerous roles that we often do not imagine, and all of them must be carried out with effort, love and dedication, since most of the time they work in front of the public.

The receptionist does not serve coffee. She helps distressed patients by responding to emergencies.

The job is not easy because sometimes many people come to consultations and I get tired because everything must be in order. But I love what I do to receive patients and treat them well. I work all day and all night.

I drive to work every morning.

I always get up very early to go to work.

I don't drink coffee in the morning because it's late.

What I don't like about being receptionists is that I have a late breakfast.

