

**Streamside Surgery
Thornbury Health Centre**

Person Specification – Medical Administrator

- Good general level of education
- Excellent verbal and written communication skills
- Flexible approach to work extra hours to cover holidays and sickness
- Ability to work as part of a team and to accept delegated responsibility
- Experience of working with the general public
- Typing/Word Processing skills
- Confident in the use of IT
- Ability to self-motivate, organise and prioritise own workload
- An understanding, acceptance and adherence to the need for strict confidentiality
- An ability to use own judgement, resourcefulness and common sense.
- Excellent attention to detail
- Able to work under pressure.
- Self - reliant
- Professional attitude to work colleagues
- Pro-active

Key areas of responsibility

- To provide an efficient administrative/secretarial service for GPs and Health Professionals, this includes the preparation and production of patient referral letters, reports and general correspondence in an accurate and timely manner.
- Effectively communicate with healthcare professionals, non-clinical staff and other external organisations to assist with the resolution of all referral queries.
- Document management