

## MONTPELIER HEALTH CENTRE

### ADMINISTRATOR

### JOB DESCRIPTION

JOB INFORMATION	
<b>Job Title:</b>	<b>Medical Administrator</b>
<b>Salary scale:</b>	<b>tba</b>
<b>Responsible to:</b>	<b>Administration Manager</b>
<b>Accountable to:</b>	<b>Practice Manager</b>
<b>Location:</b>	<b>Montpelier Health Centre</b>
<b>Hours of work:</b>	<b>Full time – 37.5 hours</b>

JOB SUMMARY
<p>To provide high quality administrative support within the administration department. The role of the administrator is to summarise incoming patient records using the correct clinical codes within a defined timescale. You will help process the workflow of clinical records and correspondence safely and accurately. This includes scanning, coding and attaching documentation to patients' records.</p>

KEY RESPONSIBILITIES
<p><u>Summarising:</u></p> <ul style="list-style-type: none"><li>• Extract clinical information including; operations/diagnosis from new patients medical records and enter onto patients computer records following the practice protocol and QOF guidance.</li></ul> <p><u>Document Workflow:</u></p> <ul style="list-style-type: none"><li>• Scan incoming clinical documents onto patients' computer records; following the practice document workflow process.</li><li>• Download and process incoming electronic clinical documents (via CDS, Email and EMIS)</li></ul> <p><u>Coding:</u></p> <ul style="list-style-type: none"><li>• Code patients records with details of operations/diagnosis information retrieved from incoming clinical letters</li></ul> <p><u>GP2GP:</u></p> <ul style="list-style-type: none"><li>• Process incoming electronic GP2GP records</li></ul> <p><u>Lab Reports:</u></p> <ul style="list-style-type: none"><li>• Process incoming electronic test results</li></ul> <p>Provide assistance with any other administrative tasks; as and when required by the Management Team &amp; Partners. There is also scope for the right candidate to develop further on more complex administrative functions for the practice.</p>

## **ESSENTIAL PERSON SPECIFICATION**

- **Strong attention to detail with a good understanding of the need for accuracy with regards to patient data**
- **Good understanding of medical terminology**
- **Previous summarising experience would be highly advantageous**
- **Proficient in the use of EMIS Web, NHS.Net and Microsoft Word applications**
- **Excellent written and oral communication skills**
- **Commitment to learning and development**
- **Ability to work autonomously and as part of a team**
- **Ability to work under pressure in a constructive and helpful manner**
- **Demonstrate a desire to take on new challenges with a resourceful attitude and able to understand new ideas quickly.**
- **Team Player with a flexible 'can do' positive attitude to join our friendly team.**