

Job Description

JOB TITLE:	MEDICAL ADMINISTRATOR
SALARY GRADE:	VARIES DEPENDING ON EXPERIENCE
BASE:	THE PARADISE ROAD PRACTICE
REPORT TO:	THE PRACTICE MANAGER
RESPONSIBLE TO:	DR CINDY LEE
HOURS:	21 PER WEEK (APPROX)

Main Duties of the Job

Duties can include but are not limited to:

- Dealing with reception/admin duties over the phone, email or person.
- The successful candidate will be responsible for undertaking a wide range of administration tasks such as recording and entering patient data onto the clinical system.
- Managing the practice's diary. Renewing in house policies and forms.
- Dealing with enquires and assisting patients as required.
- Previous experience with participating in the process associated with the practice meeting contractual requirements/targets for the Quality & Outcomes Framework (QOF), Enhanced/ Local services is desired.
- Knowledge of managing the call and recall process associated with various health initiatives, including but not limited to cervical, breast and bowel screening, childhood immunizations and influenza, pneumonia and Covid-19 vaccination programme is desired.
- Dealing with medical reports, chasing payments.
- Note summarising and coding.
- Referral management such as monitoring 2 weeks referrals, creating and sending referral on e-RS.
- Assisting IT's issue while Practice Manager's absence.
- Any other relevant duties as mutually agreed and other tasks allocated by manager.

Administrative Duties

- Scanning documents onto clinical system and/or computer.
- Other administrative duties as required and agreed.
- Attending practice meeting and taking notes or training as required.

Other Duties

- Preparation of refreshments to senior staff and their visitors.
- Practice shopping such as postage stamps, tea, coffee etc.
- Any other relevant duties as mutually agreed.
- Overtime from time to time to help with i.e flu clinic, or when holiday or sickness cover is required.

This job description may need to be changed from time to time as the practice develops.