Sheen Lane Surgery

## JOB TITLE: Care Coordinator/Administrator

**REPORTS TO: Practice Manager and Business Manager**

**HOURS: tbc**

**SALARY: Dependent on experience**

**Job Summary:**

To support Management team in coordinating services, updating digital services, coding, searches and recalls.

**Job Responsibilities**:

**Run Searches and Recall Patients**

Run routine searches on EMIS software and recall patients accordingly, taking into account patient’s needs for alternative methods of communication.

**Manage Digital Services Including Website**

Ensure the website is kept up-to-date with seasonal and ad hoc information.

**Code Data On Patient’s Records**

Code health data accurately on patient’s records, including immunisations.

This list is not exhaustive and may be subject to change in line with updates to Practice contractual requirements.

**Person Specification**

**Essential**

IT literate, including MS Office.

Good customer service skills.

Able to manage competing priorities.

Effective communicator within a team and with external agencies.

Fast learner.

Proactive.

**Desirable**

Experience working in a healthcare setting.

Experience working with EMIS software.