



JOB DESCRIPTION

Title	IT Admin Assistant
Hours	37.5 hours per week (full-time) Monday to Friday, shifts between the hours of 08:00-17:30 Plus occasional Saturday morning in Reception
Supervised by	IT Co-ordinator
Managed by	Operations Manager/Business Manager
Accountable to	Practice Partners
Salary Scale	£15,990 - £17,550 per annum <i>(£15,990 training rate for first 3 months increasing to £16,283 if satisfactory progress thereafter, followed by annual review)</i>
Contract	Permanent (subject to 6 month probationary period)

Key Skills

- 5 GCSEs or equivalent at Grade C or above
(must include Maths and English)
- Attention to detail, speed and accuracy
- Experience with computers
- Experience with Microsoft Office
- Organised and methodical
- Good communication skills
- Database experience
- Experience in a medical setting
- Knowledge of medical terminology

Essential/Desirable

- Essential*
- Essential*
- Essential*
- Essential*
- Essential*
- Desirable*
- Desirable*
- Desirable*

Personal Qualities Required

- Enthusiasm and motivation
- Pleasant telephone manner
- Ability to learn quickly
- Attention to detail and accuracy
- Ability to work unsupervised
- Initiative

Duties and Responsibilities

- Registering new patients and temporary residents including entering data onto a computerised system
- Retrieving medical records for ex-patients and preparing relevant information to be sent on
- Summarising medical records onto computer
- Adding patient information, results and hospital information onto the clinical computer system as and when required
- Assisting with the transfer of incoming/outgoing medical records



- Updating patient addresses and contact information onto computer system
- Informing patients of their test results
- Prepare and disseminate mail merges for certain patient groups
- Reviewing patient lists to identify patients no longer resident in the area
- Operating the GP Links system and liaising with the Health Authority to ensure flow of data and accuracy in maintaining the patient list
- To provide basic computer support for other staff and reporting faults to third parties
- Restocking computer supplies as required
- Any other duties appropriate to the post, including helping in reception (filing, scanning etc) during quiet times
- To work in reception on the occasional Saturday morning (on a rota basis) covering extended access clinics/hours.

Please note: Full training and support provided in-house. Must appreciate and understand the rules of confidentiality when working with personal data

****Annual leave is not permitted during university term-time unless by special arrangement****