



Clinical Administrator

Thornhills Medical Practice is looking to recruit an experienced Clinical Administrator to join our friendly team and to start as soon as possible.

Job Summary:

The post holder will be responsible for undertaking a wide range of clinical data administrative duties to support the multi-disciplinary team. Duties can include but are not limited to, read coding information into patients' clinical records, extracting data from clinical correspondence and adding to patient clinical records, monitoring QoF targets and recall systems, running searches and audits, notes summarising. They will also be responsible for assisting with running routine daily IT checks on the server, IT fault reporting and resolution. The post holder must work as part of a team, have the ability to organise and prioritise their own workload on a day to day basis.

Hours:

25 hours per week. You will be required to work additional hours to cover staff absences.

Experience:

Basic clinical knowledge and understanding and clinical administration experience is required as a minimum. Experience of using a clinical system and of working in a GP surgery is desirable.

About the Practice:

We are a highly regarded, supportive, forward thinking 6 Partner GP training practice providing care to approx. 14,300 patients. There is a strong emphasis on high quality patient care, education and personal development.

To find out more about the Practice visit our website: <http://www.thornhillsmedical.nhs.uk>

To apply:

Download the job description from our website: <https://www.thornhillsmedical.nhs.uk/vacancies>

For informal enquiries or to apply with your CV and covering letter please contact Julie Gerner or Pamela Lake at enquiries.thornhills@nhs.net or 01732 849980.