



**Scanning and Medical Reports Administrator
Part Time
Salary – Competitive**

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

The successful post holder will be responsible for undertaking a range of administrative duties to support the multidisciplinary team. Duties can include but are not limited to, scanning all clinical correspondences, data entry, administration of Subject Access Requests (SAR's) and other requests for medical reports and information in a timely manner. 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.

We are a supportive, forward thinking GP training practice with a happy, reliable workforce 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 and vacancy visit our website:
<http://www.thornhillsmedical.nhs.uk>

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