

Dee Valley Medical Practice

Job Description – Administrator and Medical Record Summariser

Job Title:	Administrator & Medical Record Summariser
Responsible to:	Medical Secretary
Responsible for:	Practice secretarial and clinical administration.
Job Purpose:	To provide an efficient and timely medical administration service to the GPs, Practice Managers and other team members.

Duties and Responsibilities	
Secretarial Duties	
1.	Type letters, reports and other documents as required by the Partners, Practice manager and other team members
2.	WCCG referrals
3.	Ensure telephone enquiries are dealt with in a courteous and timely manner and take messages as appropriate
4.	Liaise with hospital and community departments regarding patient care, appointments, etc.
5.	Circulate agendas and take Minutes of meetings as required
6.	Process incoming and outgoing mail
7.	Update Adastra
8.	Send and receive faxes/e-mails.
9.	Filing
Administration Duties	
10.	Summarise New Patient notes
11.	Read Coding
12.	Workflow Optimisation
13.	Action tasks as required
14.	Undertake photocopying as required
15.	Record child immunisations. Arrange 8-week baby checks
16.	Participate in providing holiday/sickness cover for scanning, and other admin duties as required
17.	Train inexperienced staff in admin duties
General	
18.	Observe health and safety guidelines at all times
19.	Any other reasonable duties that may be required from time-to-time

Approved: Business Manager April 2023