



"Trust our family to look after your family"

An exciting opportunity has arisen to join a dynamic and innovative large GP practice in the centre of the historic and lively city of York. York Medical Group is a large, inner city practice, serving a population of 44,000 over 8 sites.

Patient Data Administrator

Hours: 37.5hrs per week

Hourly Rate: £8.96

Site: 32 Clifton, York

6 weeks annual leave and NHS pension

We are looking for an experienced Administrator to join our Administration Team supporting the GP's with their administration of patient referrals work. The ideal candidates should be friendly, approachable, have a good sense of humour, be flexible, team players with positive outlooks, have excellent IT and admin skills, be organised and have an eye for detail.

The successful candidates must be proficient in Microsoft Word and Excel to a high standard, experience of the clinical operating software SystemOne would be an advantage, although training would be given for the right candidates.

Main duties include; Correctly identifying and targeting patients for assessment and treatment using searches/reports, sending letters to patients for reviews/recalls and screening programmes, update registers such as child immunisations and highlighting reviewing to clinical staff, recording emergency admissions, death and births, processing insurance and medical reports and patient registrations.

Interested candidates can download the job description and person spec from our web site and submit their CV and covering letter via email to kaywilson5@nhs.net

Closing date: 22nd April 2021

Job Description

Patient Data Team

JOB TITLE:	PATIENT DATA TEAM
RESPONSIBLE TO:	Admin Manager
RESPONSIBLE FOR:	N/A
JOB PURPOSE:	<ul style="list-style-type: none"> To support the administration of all patient data work effectively and efficiently according to practice policy

MAIN DUTIES AND RESPONSIBILITIES	
1.	To support clinical groups in correctly identifying and targeting patients for assessment and treatment using searches/reports to ensure quality and efficiency is maintained
2.	Continual review of Practice systems to ensure optimal delivery of patient services
3.	Keep informed of any matters arising as necessary, or as requested by other members of the health care team
4.	Escalate any day to day issues appropriately
5.	Be responsible for own personal development to ensure you are kept up to date with the most relevant processes and procedures within your area of expertise
6.	Be flexible and work across multi sites in line with the business needs
7.	Provide accurate administration skills to the team
8.	Send review/recall/screening (bowel/Breast/Cytology/AAA/CDM) patient letters and update recall process.
9.	Review QOF and enhanced services, highlighting issues to clinical/operation staff
10.	Update open Exeter weekly, eg donor register, cytology, child immunisations.
11.	Review childhood immunisation, highlighting issues to clinical staff
12.	Keep Links up to date, process Quarter End and Liaise with HA regarding any queries
13.	Audit searches, including CQC, DNA's.
14.	Recording Emergency Admissions/Deaths/Births
15.	Process GP2GP in line with Practice Policy
16.	Process insurance/medical reports, process payments and answer any queries
17.	Postmaster check and necessary franking
18.	Process Registrations (Temp registration) in line with policy, including Online Services and request urgent notes, process Sharing Consent and Summary Care Record
19.	Maintain S1 clinical system and keep abreast with current changes to the system
20.	Prepare Safeguarding reports, arrange and attend meetings, update spreadsheets/registers and liaise with GP's, HV's, School nurse etc. Ensuring all reports are completed in a timely manner.

This job description is not exhaustive and may be adjusted periodically after review and consultation. You will also be expected to carry out any reasonable duties which may be requested from time-to-time.

Date: Feb 2019

Specimen Person Specification – Patient Data Team

Job Title:	Patient Data Team
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Qualifications	Essential	Desirable
Good standard of general education	✓	
GCSE Mathematics C or above	✓	
GCSE English C or above	✓	
RSA II Word Processing/Information Technology		✓
European Computer Driving Licence (ECDL)		✓

Experience	Essential	Desirable
Practice experience of working with others	✓	
Experience of using own initiative	✓	
Experience of working within a General Practice office environment		✓
Practical experience of computerised recording systems		✓

Skills	Essential	Desirable
Excellent communication skills (Written and Oral)	✓	
IT skills	✓	
Time Management and the ability to work to deadlines	✓	
Problem solving skills	✓	
Interpersonal skills	✓	

Behaviours	Essential	Desirable
Smart, polite and confident	✓	
Planning and organising	✓	
Performing under pressure	✓	
Adaptability	✓	
Team working	✓	
Using initiative	✓	
Self motivated	✓	
Flexibility	✓	
Confidentiality	✓	

Knowledge	Essential	Desirable
A detailed understanding of a General Practice office environment		✓
Knowledge of SystmOne Clinical system		✓