

Stanmore House Surgery

Vacancy for a Medical Secretary

An opportunity has arisen for a highly organised, focused individual to join our friendly administrative team at Stanmore House Surgery.

As a Medical Secretary you will be supporting the Clinical team of the practice in this busy and varied role.

The successful candidate will have significant proven secretarial experience with excellent organisation and communication skills. You will provide an efficient and professional secretarial service ensuring business processes are effectively and resourcefully managed to support the delivery of a quality care service.

This varied role, will involve patient contact and working with all team members, taking minutes, arranging meetings, preparing meeting notes, collation and input of data, transcription of dictation from audio correspondence relating to all medical matters whilst maintaining confidentiality.

The role is full time 37 hours, Monday – Friday. Salary will be based on experience and skill set.

Person specification:

- Professional manner and approach, ability to work as part of a team
- Exceptional organisational skills
- Ability to handle multiple tasks, deadlines and workload whilst maintaining high attention to detail
- Excellent command of the English Language (Verbal and Written)
- Excellent Communication skills
- Professional telephone manner
- Empathetic and approachable
- Recognised Secretarial qualifications
- Proficient IT skills specifically Microsoft Office: Word and Excel
- Experience in business administration and secretarial duties
- Billing patient and third party payers
- Arrangement of patient referrals to various providers.
- To ensure all data is processed in an accurate and timely manner
- Able to use own initiative and problem solve
- Motivated, committed and enthusiastic
- Willingness to be flexible in working arrangements

Desirable Requirements

- Possess AMSPAR medical secretary diploma
- Working knowledge of Emis web, Docman, Lexacom

Please complete an application form and along with your CV email to shirley.mackay@nhs.net.

Closing Date: 30th July 2018