

Job Description

Medical Secretary

JOB TITLE:	MEDICAL SECRETARY
RESPONSIBLE TO:	Secretary Lead
RESPONSIBLE FOR:	n/a
JOB PURPOSE:	<ul style="list-style-type: none"> • To provide comprehensive medical secretarial support to the GPs, Partners and Practice Manager involving word processing and audio skills • The confidential liaison between GPs, Partners and Patients • To provide an effective and efficient clinical office system • Provide an effective and polite telephone enquiry service • Proactively communicate information between relevant patients, doctors and professionals

MAIN DUTIES AND RESPONSIBILITIES	
1.	Undertake typing duties using electronic digital system as required
2.	Clinical system recording for both hospital and private referrals
3.	Maintenance of a Practice directory for services available to patients, to include Consultants, Chiropodists and other services available outside the practice
4.	Training of new secretarial staff member's inline with departmental/practice policies and procedures, ensuring ongoing reviews
5.	Electronic system maintenance including review of outstanding referrals and rejections
6.	Receive and initiate telephone calls and deal with appropriate queries
7.	Assist with meetings and minute taking as required
8.	Answering incoming telephone calls, ensuring calls are documented and redirected accordingly.
9.	Provide advice to less experience colleagues
10.	Provide medical information to patients using practice guidelines
11.	Keep work area clean and tidy
12.	Ensure fax machine is operating correctly and prior to close of Practice in the evenings/weekends has adequate paper supply.
13.	Ensure up-to-date maintenance of both computerised and manual filing systems (i.e. patient notes) in an accurate and secure manner.
14.	Work safely at all times in accordance with Legislative requirements and Practice Policy and Procedures.
15.	Work across multi sites will be required
16.	Keep up to date with current training

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: May 2017