



"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.

Medical Secretary

Hours: 12 hrs per week

Working Pattern: Wednesday 1pm – 5pm, Friday 8am til 4.30pm

Hourly Rate: £8.78

Site: Acomb, York

We have an opening for an experienced Medical Secretary to join our Administration Team supporting the GP's with their administration of patient referrals work. The ideal candidate should be friendly, approachable, have a good sense of humour, be flexible, a team player with a positive outlook, have excellent IT and admin skills, be organised and an excellent communicator with an eye for detail.

The successful candidate must be proficient in Microsoft Word and Excel to a high standard, have experience of working within the health sector and a basic knowledge of medical terminology. A working knowledge of the clinical operating software SystmOne would be an advantage, although training would be given for the right candidate.

Main duties include; Processing patient referrals to hospital departments and external agencies, dealing with telephone enquiries, monitoring and managing outstanding and refused referrals as per policy and guidelines. Provide medical information to patients using practice guidelines.

Interested candidates can download the job description from our web site and complete the YMG application form and email to kaywilson5@nhs.net or alternatively send via royal mail to;

Vicki Turner
HR Manager
York Medical Group
32 Clifton
York
YO30 6AE

Closing date: 8th April 2019