



"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 CARE CO-ORDINATOR

Hours: 32 – 37.5 hrs per week

£7.99 per hour

Site: **Acomb**

We have an opening for a Patient Care Co-Ordinator to join our existing team at our Acomb site. The ideal candidate should be friendly and approachable, have excellent customer services, good IT skills and be a flexible team player.

Main duties include; greeting patients, booking appointments, registering new patients to the practice, processing and distribution of prescriptions, answering incoming telephone calls and dealing with general enquiries.

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: 9th November 2018