

Our Health Partnership

OHP A healthy future for patients and practices

Surgery Name:	Dove Medical Practice
Job Title:	Medical Secretary
Salary:	Dependent on experience
Description	
<p>The Dove Medical Practice are an innovative, friendly and forward-thinking GMS practice based in Erdington with over 10,000 patients. We are housed in large and modern purpose-built premises. We are a training practice and house registrars, year 1, year 3 and year 5 medical students. We are an Our Health Partnership (OHP) practice and we are also part of Kingstanding, Erdington and Nechells PCN. Our CQC rating is good.</p> <p>We are looking for a medical secretary to join our friendly and dynamic team. We would consider applicants who are able to work between 30 to 38 hours per week.</p> <p>Experience of working as a medical secretary or knowledge of EMIS WEB is preferred, however this is not essential as full training will be provided.</p> <p>The main duties of the role include:</p> <ul style="list-style-type: none">• Manage the choose & book system to make referrals and book appointments via the e-referral method.• Touch typing from audio and/or copy type from written documentation to include referral letters, expedite letters and insurance reports.• Receive incoming and initiate outgoing telephone calls to facilitate timely and appropriate communication with others including hospitals, secondary care clinics and insurance companies• Photocopying and scanning of documents onto patient medical records• Various other administrative and clerical duties as required <p>It is essential that all applicants are able to:</p> <ul style="list-style-type: none">• Able to prioritise changing workloads• Able to meet deadlines• Have some knowledge of medical terminology• Work accurately and methodically• Work well under pressure	

How to Apply

Send CV to Amy Price – amy.price3@nhs.net

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Closing Date:	31/12/2021