

Our Health Partnership

OHP A healthy future for patients and practices

Surgery Name:	Ridgacre Medical Centres
Job Title:	Medical Secretary
Salary:	
Description	
<p><u>Medical Secretary</u></p> <p>Ridgacre Medical Centres is a highly regarded group of GP surgeries based in the Quinton and Nechells areas of Birmingham offering a comprehensive range of medical services. We are part of a large group of GP practices known as Our Health Partnership and are proud to have recently been rated as Outstanding by CQC at both of our sites.</p> <p>We are a forward looking and busy general practice with over 19,000 patients and around 60 doctors and staff across 3 sites and are looking to recruit an experienced secretary to join our supportive, enthusiastic and friendly team. Previous medical experience is essential.</p> <p>The main focus of this role is to ensure all our clinical correspondence is produced accurately and sent in a timely manner using all current forms of general practice software – SystmOne clinical system, MS Office, NHS mail and e-referrals etc. The role also involves clinical admin duties including workflow, clinical coding and summarising.</p> <p>If you are interested in this position and think you have what we are looking for then we look forward to receiving your application.</p> <p>The position can be either full or part time. Flexibility is an essential part of the role as you will be required to cover sickness and annual leave when necessary. If you have not been contacted by 17th December 2021 you can assume that you have been unsuccessful on this occasion.</p> <p>Application deadline: 06/12/2021</p>	
How to Apply	
Contact Name:	Julie Chilton
Contact Title:	Practice Manager

Contact Email:	juliechilton@nhs.net
Contact Telephone:	0121 422 3111
Contact Address:	Ridgacre House Surgery, 83 Ridgacre Road, Quinton, Birmingham, B32 2TJ
Closing Date:	06/12/2021