

Proposed Start Date	ASAP
Hours per Week	20-30 Hours per week Mon to Fri (3 to 5 days per week)

Contract Type	Part-time / Permanent
Line Manager	Team Leader

Data & Scanning Clerk

The main responsibility of the Coding, Data & Scanning Team is the administration of the clinical paperwork workflow (patient discharge summaries, consultant clinic letters etc). Such that the GPs only see items they need to action and the rest is on the patient's record ready for their next interaction. This involves following a protocol so that the process is safe and effective.

To thrive in this role, you will enjoy lots of administration, data entry and have a good understanding of the implications of what you are coding, filing or processing. You will develop a broad understanding of General Practice and knowledge of medical terminology/clinical coding process (with on-the-job and external training support). There is the potential to develop further to learn summarising and more specialised coding.

Key Tasks & Responsibilities

- Review CowesMC emails (for all incoming alerts, patient correspondence etc) every 30 minutes to process/forward according to the protocol
- Scan and code letters and relevant correspondence into the Practice medical computer system, and forward to the appropriate person as per the protocol
- Enter coded information accurately and consistently
- Distribute electronic results to clinicians
- Follow-up on outstanding histology results and forward to appropriate clinician
- Archive scanned paper documents
- Return documents for transferred-out patients to the originator
- File and retrieve medical records and paperwork
- Process and distribute incoming mail (paper) and prepare outgoing mail for collection
- Process/forward urgent and non-urgent fax communications
- Scan documents for the team as requested
- Deliver mail etc to GP consulting rooms and clear/distribute outgoing items following Practice procedures
- Photocopy documents/letters
- Collect information, print prescriptions, copy invoices and make financial claims, at the appropriate time, for the supply of drugs and appliances under Regulation 19(b) and 20 of the NHS (Pharmaceutical Services) Regulations 1992. Perform monthly stocktaking in conjunction with the above. Order vaccines as required.
- Observe complete confidentiality at all times
- To carry out any other duties as may reasonably be requested by your line manager, the GPs or Practice Business Manager.

Person Specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English or equivalent 	<ul style="list-style-type: none"> Evidence of Medical Terminology training Evidence of Read Code training Touch typing Word processing qualification
Technical / Experience	<ul style="list-style-type: none"> 6 months+ experience in clinical coding and scanning Knowledge of anatomical terms Good IT skills – able to use Microsoft office & learn how to use new applications 	<ul style="list-style-type: none"> Previous experience within Primary Care Previous experience with summarising Previous knowledge of SystemOne
Qualities & Attributes	<ul style="list-style-type: none"> Detail orientated person Reliable, trustworthy and conscientious Pleasant, cheerful manner, that carries through under pressure Smart, clean & well-presented appearance Self-starter, able to take direction and work as part of a team 	<ul style="list-style-type: none"> Able to pick up what is happening around you and be able to show a proactive approach to excellent workflow delivery
Skills & Abilities	<ul style="list-style-type: none"> Excellent attention to detail Able to enter information accurately and consistently Able to concentrate for prolonged periods of time Ability to manage time and workload 	<ul style="list-style-type: none"> Good analytical skills Good problem solving skills
Special Job Requirements	<ul style="list-style-type: none"> Ability to deal with all matters in a confidential manner Willingness to help cover for holiday/sick leave of other staff 	