

The Village Surgeries Group

Job Description and Person Specification Templates

The Village Surgeries Group

Specimen Job Description – Administrator

Job Title:	Administrator
Responsible to:	Administration Team Leader
Responsible for:	N/A
Job Purpose:	Provide an efficient and timely administration service to the doctors, manager and other Practice team members.

Duties and Responsibilities	
1.	Prioritising & scanning of paper letters and processing electronic documentation
2.	Print summaries/copy to disc all computerised medical records for inclusion in Lloyd George envelopes and onward transmission to health authority when patients leave the Practice
3.	Tidy all Lloyd George envelopes received into the Practice ensuring all papers are in date order and neatly filed and send for summarising
4.	Ensure all requests for photocopying of medical records are carried out in a timely manner
5.	Process any requests from Insurance Companies/Solicitors and invoice accordingly, to ensure they are dealt with in a timely manner. Deal with any other Non-GMS requests
6.	Ensure filing is kept up-to-date
7.	Process GP Links for Amendments and Deductions and quarterly reconciliations
8.	Send faxes as requested
9.	Deal with all paper and electronic Cytology results, recording all results and diarising next follow up dates. Complete annual Smear Audits and send overdue smear letters to patients
10.	Observe health and safety guidelines at all times
11.	Inform Health Visitors of any new under five patients who join the practice list and new births
12.	Undertake annual mandatory training / policies
13.	Any other reasonable duties that may be required from time-to-time

Prepared by: _____

Title: _____ **Date:** _____

The Village Surgeries Group

Specimen Person Specification – Administrator

Job Title:	Administrator
Recruiter:	Admin Line Manager
Date:	***Insert Date***

Qualifications	Essential	Desirable
Good standard of general education	✓	
GCSE Mathematics C or above or equivalent	✓	
GCSE English C or above or equivalent	✓	
RSA II Word Processing/Information Technology		✓
European Computer Driving Licence (ECDL) or equivalent		✓

Experience	Essential	Desirable
Practical experience of working with others	✓	
Experience of using own initiative	✓	
Experience of working within a General Practice office environment		✓
Practical experience of computerised recording systems		✓

Skills	Essential	Desirable
Excellent communication skills (Written and Oral)	✓	
IT skills. MS Office	✓	
Time Management and the ability to work to deadlines	✓	
Problem solving skills	✓	
Interpersonal skills	✓	

Behaviours	Essential	Desirable
Smart, polite and confident	✓	
Planning and organising	✓	
Performing under pressure	✓	
Adaptability	✓	
Team working	✓	
Self-motivated	✓	
Flexibility	✓	
Confidentiality	✓	

Knowledge	Essential	Desirable
A detailed understanding of a General Practice office environment		✓
Knowledge of EMIS		✓

Prepared by: _____

Title: _____ **Date:** _____