



www.woodside-medical-practice.org

Park Lane | Woodside | Telford | TF7 5NR | (t) 01952 586691

Dr I Donnellan | Dr M Thompson | Dr A Harwood

Overview

We are currently recruiting a part-time Medical Secretary to join the existing support team at Woodside Medical Practice. The post will be 20-hours per week, preferably Monday to Friday, either mornings or afternoons between the hours of 09:00-17:00.

Currently this role is part time but there may be scope to increase the hours to provide additional support to the medical administration team.

Main Duties

In brief, you will have experience of working in a busy general practice environment with an understanding of the referral processes and 2WW's. Knowledge of EMIS and Docman is essential. You will be organised, flexible and approachable, with excellent communication skills.

You will;

- Provide a high quality secretarial and administration service to the Practice and patients
- Be efficient, fast and accurate, processing and prioritising referral letters from both NHS e-referrals and the private sector using a digital dictation system
- Reconcile transcriptions on return from the external audio transcription provider
- Effectively operate the e-referrals computer system including requesting e-referral appointments and monitoring referral status
- Update patient records in a timely manner
- Deal with patient queries regarding referrals and signpost them to services, where appropriate
- Monitor 2 Week Wait referrals and chase up third parties where required

Woodside Medical Practice

Based in the heart of Woodside, Telford, we provide healthcare services to approximate 6,400 patients. Our team consists of three GP Partners, a salaried GP, Lead Nurse, General Practice Nurse, Healthcare Assistant, Administration Team Leader, two Receptionists and five Medical Administrators.

We believe in providing excellent care to our patients and ensure our staff are well equipped, trained and supported to achieve these high standards. On site, you will have access to a variety of facilities, including a dedicated Well-being Room.

To apply, please email a copy of your CV to pm.woodside@nhs.net