

## WYE SURGERY JOB DESCRIPTION

Part-time Senior Medical Administrator – 3 days per week  
Reports to –Administration Supervisors  
Responsible to the Practice Manager

---

### MAIN PURPOSE OF THE JOB

- To provide secretarial services to all clinicians and members of the practice team.
- To type all referral letters and medical reports in a timely and efficient manner.
- Be a point of contact for patients requesting information about their referrals.
- To ensure there are adequate team members covering the department, including arranging holiday cover.
- To support the practice team in installing and using new systems and move towards more automated procedures.
- To liaise with Administration Supervisor and Practice Management team regarding any issues.

### MAIN DUTIES AND RESPONSIBILITIES

- Using digital dictation to produce referral letters and process onto e-referrals.
- Ensure the letter is correctly entered onto the patients EMIS notes under the correct heading.
- Ensure that referrals are signed by the referring GP if necessary or another in their absence.
- Ensure that referral letters, are emailed or posted to the correct location and in a timely manner.
- Correspond with any secretaries etc. who may assist you in dealing with the referral or queries they may have.
- Process e-referrals in accordance with current protocols.
- Maintaining e-referral work lists.
- Typing medical records/insurance letters when required to do so.
- Ensuring that an invoice has been raised by the Business Support Office.
- Arranging the clinical meeting Agendas, typing minutes during the meeting and distributing final copies after meeting.

### GENERAL DUTIES

- Receive and take calls as required. Diverting calls and taking messages as necessary.
- Communicate with the team of medical secretaries to keep them informed of the workload, any changes to procedures etc.
- Process incoming post when required to do so.
- Respond to any ad-hoc requests as and when necessary.
- Any other delegated duties considered appropriate to the post.
- Keeping the smear administration up to date on the Exeter system.
- Installing new referral templates on to EMIS.



Dr Miles, Dr Fox and Dr Crouch  
Wye Surgery, Oxenturn Road, Ashford, Kent, TN25 5AY

## **SPECIAL REQUIREMENTS FOR THE POST**

- Excellent IT Skills
- Ability to work in a team, being able to leave clear instructions and details for your colleagues to ensure a good cross-over of duties.
- Ability to organise and prioritise workloads.
- Good communication skills.
- An understanding, acceptance and adherence to the need for strict confidentiality.
- Ability to use own judgement, resourcefulness and common sense.
- Polite personal manner when dealing with patients.
- Good time keeping.
- Sense of Humour.



Dr Miles, Dr Fox and Dr Crouch  
Wye Surgery, Oxenturn Road, Ashford, Kent, TN25 5AY