

Balmore Park Surgery

JOB DESCRIPTION

Job Title: Medical Summariser

Accountable to: Deputy Practice Manager

Hours: To be agreed. Ideally between 20 and 30 hours per week.

Job Purpose: To provide a high quality electronic summary of all patients registered at Balmore Park Surgery.

Duties:

- Extracting data from patient medical records onto the computer database.
- Culling and sorting new patient records and letters in preparation for summarising.
- To provide an agreed high standard of patient record summarising within an agreed timescale.
- Use medical knowledge to correct mistakes found in existing patient records.
- Monitor progress of notes summarising against Practice targets.
- Assisting GPs and other staff with queries relating to medical records.
- To conduct daily work in a manner which complies with the Practice Health and Safety policy and in accordance with the staff handbook.
- To conduct daily work in a manner which complies with the Practice IT and Information Governance policies.
- To respect the confidentiality of all patients and staff within the Practice.
- To keep all knowledge current using all training made available through the Practice.

Andrea McFarlane 19th April 2018