

PHOENIX SURGERY

CLINICAL ADMINISTRATOR – Job Description

OBJECTIVES OF THE ADMIN TEAM:

- To ensure that administrative systems are in place to help clinicians meet the clinical requirements of the GP contract/QOF/Enhanced Services etc.
- Provide administrative support to help clinicians maintain high standards of care across all clinical areas through audits, register checks, templates and coding, protocols, patient recall etc.
- To ensure that administrative systems are in place to help the Practice maximise its income for clinical work done.
- To register new patients and to keep existing patients' registration details up to date in line with the NHS spine.

MAIN RESPONSIBILITIES:

- Maintain long term condition registers. Monitor the patient list and send invites to patients accordingly. Monitor achievement of the QOF targets on a regular basis. Liaise with the relevant clinical staff to aid achievement of QOF.
- Clinical coding of documents on patient medical records.
- Summarising incoming patient medical records accurately and in a timely manner.
- Managing incoming and outgoing records as well as request from surgeries for patient summaries.
- Managing incoming external and internal emails and tasks to the team.
- Ensuring all safeguarding documents are coded and information sent to GP and or social workers in a timely manner.
- Monitoring high risk drug blood monitoring ensuring patients are called in for appointments when required and followed up.
- Other duties as reasonably requested by management.

SHARED RESPONSIBILITIES:

- Work with the rest of the Admin Team to make sure that patient registrations (including change of address requests etc.) are completed in a timely manner. Also ensure that all processes relating to patient registrations (e.g. Workflow screens, GP Links, Dashboard and filing of new patient registrations) are completed regularly and that registration details and registration status information on our clinical system is accurate and up to date.