



## **PRIORY MEDICAL GROUP ADMINISTRATOR (CLINICAL CODING AND DATA QUALITY TEAM)**

### **What makes Priory Medical Group and it's people unique....**

- We are a forward thinking, innovative and customer focussed organisation
- We recognise that the quality of our work is driven by the quality of our people
- We are committed to providing an open, friendly and supportive environment where all staff are encouraged to share ideas and contribute to continuously improving the service we offer
- We provide you with all the tools, training and personal support needed to enjoy and succeed in this key patient service role

### **This is why the staff at Priory Medical Group are...**

- Focussed, energetic, enthusiastic and get a buzz from
- Exercising their “can-do attitude” in the face of any new situation, setback, or challenge
- Good honest ‘Team Work’, where you can rely upon your colleagues and they can rely on you
- Dedicated to delivering the ‘Best Customer Care’, every day, every patient, every task

### **What is an administrator in our Clinical Coding team?**

Our Administration Team is made up of three specialties – Clinical Coding and Data Quality, Patient Records and Referral Management and Private Clients.

This role is within the Clinical Coding specialty and will include:

- Coding electronic hospital letters and results
- Processing electronic lab results
- Processing various searches / audits and sending invites
- Summarising new patients notes
- Providing excellent customer service to your colleagues, the patients of the Practice, and our external clients
- Retrieving and processing information from our in-house medical records system efficiently and accurately
- This role will continue to evolve and you will be expected to rise to the challenge

### **What we look for in your application:**

- Proven, strong administrative skills in a fast paced environment
- The positive attitude and outlook required to work in a dynamic, customer centred business
- Proven Team Player and the ability to interact effectively with all staff and customers
- Professional pride in the quality of your work, and your interaction with colleagues and customers



- A healthy dose of common sense. Our environment is dynamic and varied and common sense will guide your decision making
- Flexibility – we are constantly improving and evolving our ways of working and you will be expected to contribute to this
- The technologies and methods we use are constantly evolving and this provides an opportunity for you to learn new skills

### The skills you will bring to the team:

- Proven efficient and accurate keyboard skills
- Any knowledge of medical terminology is advantageous but not essential as training will be given
- Proven ability to follow processes and procedures accurately and efficiently
- Competent in the use of PC based technologies including Microsoft Outlook, Word. Full training will be given for in-house systems.
- An understanding of the importance of confidentiality in the workplace and able to follow data protection policies and guidelines
- Great communication skills, face to face, on the phone and via e-mail

### So are you in?

Job title: Administrator – Clinical Coding and Data Quality Team  
Location: Cornlands Road, Acomb  
Hours: 37.5 Hours per week. Monday - Friday  
Salary: Depending on strength of candidate  
+ Company pension scheme

### Selection for Interview

The Practice recognises that discrimination of any kind is both unlawful and would act as a barrier to finding the most talented individuals for our organisation. As such, our recruitment and selection procedures exist to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. A great deal of careful consideration has been invested in preparing the advert for this post based on the specification for this role and the person we are looking for.

**Our selection for interview process is designed to ensure individuals are selected for interview on the merit of their application only.**

If you are applying through NHS Jobs, you will notice you are asked if you would like a guaranteed interview as part of the 'Two Tick' disability scheme. Whilst this is an admirable government initiative, please be aware we are not signed up to this scheme. This is a question on the NHS jobs application form which is outside of our own control. Our own process ensures we consider candidates on the merit of their application only and we do not ask any questions regarding a disability as part of our selection process. We only give candidates the opportunity to share information regarding any disability **after** candidates are invited to interview and **only** if the candidate feels they require adjustments in the interview process.