



Notes Summariser / Data Quality of Medical Records

Are you a clinician (or ex-clinician) looking for non-patient facing work?

Or

Have you administrative experience with patient medical records?

We are looking for someone with experience of coding patient medical records and having that keen eye for detail when checking for anything that might be a-miss on medical record.

This could be a perfect role for any clinician (or ex clinician) looking to get your teeth stuck into something away from the patient consultation room.

Equally, this could be a fantastic opportunity for anyone with experience of working in a patient notes summarising role or a role involving data quality checking medical records.

We have a supportive team environment and this is an exciting time of purposeful growth for our administration team. We are looking for someone to support our clinical coding and/or data quality administrators.

Initially on a 6 month fixed term contract basis, with possibility for permanency, this role involves;

- We will provide a protocol for you to follow step by step when...
- Checking the quality of new patient's notes (data) that come to us against our own standards. Not all records that come our way are at the same standard we provide ourselves to clients and clinicians
- Summarising new patient's notes that come to us on to the electronic medical record

This role also provides a fantastic opportunity to help support our clinical coders during this exciting period;

- Train / develop / share your coding knowledge with others in the team
- Coding electronic hospital letters and results
- Processing electronic lab results
- Processing various searches / audits and sending invites

What we look for in your application:

- Either a (A) Proven background of 'summarising patient records' OR (B) an ex clinician such as a nurse or other, who is looking to apply your coding knowledge in a comfortable non-patient facing environment
- Proven, strong administrative skills in a fast paced health care environment
- The positive attitude and outlook required to work in a dynamic, customer centred business
- Proven ability to support / buddy / share knowledge with colleagues.

The skills you will bring to the team:



- Proven efficient and accurate keyboard skills
- Experience of working with medical terminology
- 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 1-2-1 communication skills

So are you in?

Job Title: Lead Notes Summariser

Contract: Initially a 6 month fixed term contract (with possibility of permanency)

Salary: This is a new role and the salary is negotiable and depending on strength of candidate + NHS / Company Pension.

Applicants should apply using our application form which can be obtained by [clicking here](#) or by visiting www.job.nhs.uk and searching for Priory Medical Group, York.

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.