**We are recruiting for a**

**Receptionist/Administrator for the Parliament Hill Practice**

**Job summary**

**Advert title:** Receptionist/Administrator

**Closing date:** 08/06/2022

**Contact to:** [**j.kibria@nhs.net**](mailto:j.kibria@nhs.net) **- Phone: 02074829280**

**Salary:**£11.07 to £11.45 per hour

**Additional salary information:**Yearly performance Bonus

**Hours:**Full-time

**Location: Parliament Hill Medical Centre,** NW51TR

**Job type:** Permanent

* Job responsibilities:
* Responsible for ensuring the smooth running of the reception and admin area .
* Answering the telephone and conveying messages
* Booking different appointments for patient
* Accepting requests for repeat prescriptions, checking the fax and prescription box for repeat prescription requests
* Sorting the mail and post (incoming outgoing)
* Scanning clinical letter and workflow management
* File e-consult and triage appropriate clinician
* Patient registration
* Generating medical record by IGPR
* Photocopying insurance medicals and reports, and maintaining record book and files
* Maintaining a log of telephone messages
* Arranging transport for patients
* Maintenance of patients' notes, including starting a new wallet when required and dividing the contents in a logical manner
* Charging patients the appropriate amount for private work, providing a receipt to the patient and recording the charge in the petty cash book
* Helping with the sorting of filing in new medical records in order that they are in the form used in the practice
* Maintaining a record of daily lab tests, both outgoing and incoming, in a manner suited to the needs of the practice
* Perform practice GP link
* Arrange Postnatal appointment
* Any other general admin duty