

Administrator - Cancer Care

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Company: Nuffield Health, Parkside Hospital & Cancer Centre London

Location: London Area

Category: other-general

Administrator - Cancer Care Wimbledon, London | Administration | Permanent | Full Time 37.5 hours per week

Build a brighter future while you're helping us build a healthier nation. At Nuffield Health, our approach is to fully integrate medicines into a personalised pathway of patient care. That means you'll benefit from a way of working that allows you to do the best job you can. It's everything you need to grow your career. It starts with you.

As a Administrator at Nuffield Health Cancer Centre London, you'll be a highly organised and compassionate Administrator to join our Cancer Care Team. As an Administrator specializing in Cancer Care, you will play a crucial role in supporting the lead medical secretary, healthcare professionals and ensuring the efficient operation of our cancer care services. You will be responsible for managing administrative tasks, scheduling appointments, processing of new referrals, maintaining patient records on electronic systems and facilitating communication between patients, caregivers, and healthcare providers.

As a Lead Oncology Pharmacist, you will:

- Provide administrative support to healthcare professionals specialising in cancer care.
- Overseeing communication with consultants and external stakeholders.
- Diary management - Manage patient appointments, including scheduling, rescheduling, and cancellations.
- Support to the Outpatient Department.
- Answering of the telephone, directing patient enquiries to relevant departments within the Cancer centre
- Assisting the Lead Medical Secretary with the transcribing of consultant audio tape/electronic means.
- Collating relevant documentation required to process oncology referrals.
- Assist with the preparation of medical reports, correspondence, and other documentation.
- Liaising with insurance companies and accounts department.
- Provide cover to the medical secretary -

annual leave, sickness and other duties as directed.· Ensure compliance with relevant healthcare regulations, policies, and procedures.· Participate in team meetings, training sessions, and professional development activities as required. Qualifications:· Previous experience as a medical secretary or administrative assistant in a healthcare setting, preferably in cancer care.· Proficiency in medical terminology and knowledge of cancer care procedures and treatments.· Excellent organisational skills and key attention to detail.· Strong communication and interpersonal abilities.· Ability to prioritise tasks and manage time effectively in a fast-paced environment.· Proficiency in using computer software, including electronic medical record systems and Microsoft Office applications.· Certification or training in medical administration (AMSPAR) or related field is desirable. Helping you feel good. We want you to love coming to work, feeling healthy, happy and valued That's why we've developed a benefits package with you in mind. From a season ticket loan and cycle to work scheme, to expert advice and support for your financial and emotional wellbeing. At Nuffield Health, we take care of what's important to you. Nuffield Health Cancer Centre London Based in Wimbledon, south-west London, Cancer Centre London is at the forefront of innovative cancer care and a recognised Centre of Excellence. We pride ourselves on delivering exceptional quality of care provided by highly experienced staff, many of whom are recognised leaders in their fields. We combine our consultants' vast experience with the latest medical developments and advanced treatment programmes. Our team comprises many of UK's most experienced cancer consultant doctors who are leading experts in their field. Patients requiring surgery have access to a further 300 specialist consultant doctors at our sister hospital Parkside Hospital, located just a few doors from Cancer Centre London. Join Nuffield Health and create the future you want, today. If you like what you see, why not start your application now? We consider applications as we receive them and reserve the right to close adverts early (for example, where we have received an unprecedented high volume of applications). So, it's a good idea to apply right away to ensure you're considered for this role. It starts with you.

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