

Administrator - Imaging

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Company: Spire Healthcare

Location: United Kingdom

Category: healthcare-practitioners-and-technical

Administrator | Imaging | Private Hospital | Competitive Salary | Full-Time, Permanent | Southampton

Spire Southampton Hospital is currently recruiting for an imaging administrator to join our friendly team in our Radiology Department. This position is a full-time permanent position working 37.5 Mon - Fri between 07:30-21:00. Occasional weekend working is also required. This an excellent opportunity and a great role for someone that can thrive in a busy environment and enjoys speaking to people.

If you are confident speaking to people in person, over the phone and email, then you may be suitable for this role. The main thing we want from you is the ability to provide a 1st class service.

You will be based in the Imaging department reception desk, welcoming, registering and booking appointments for all patients in a warm, professional and caring manner.

Responding to enquiries from patients, members of the public and consultants in a timely, courteous and efficient manner either by face to face meetings, telephone or letter. Collate all necessary paperwork to enable radiographer/radiologist to undertake/report the examination. Process all imaging reports and distribute to source of origin. Maintain departmental electronic and manual filing systems accurately (RIS, Mammography paperwork).

Duties and responsibilities:

Ensuring a meticulous attention to detail and accuracy,

Manage bookings as requested by Consultants or patients and notify all relevant

departments.

Ensuring that credit card data is captured for all patients attending the hospital.

Receive and deal with all patient telephone queries.

Who we're looking for:

Someone who is highly organised and accurate and works well to tight deadlines

A knowledge of medical terminology is desirable but not essential, along with a working knowledge of SAP or a similar patient booking system

Must be a good communicator, excellent telephone manner, have good computer literacy with experience and knowledge of Excel, Word and customer data bases

Working HoursMonday - Friday 07.30 - 21.30

Contract Type:Permanent

Benefits

We offer employed colleagues a competitive salary as well as a comprehensive benefits package which includes but is not limited to:

35 days annual leave inclusive of bank holidays

Employer and employee contributory pension with flexible retirement options

'Spire for you' reward platform - discount and cashback for over 1000 retailers

Free Bupa wellness screening

Private medical insurance

Life assurance

We offer competitive rates to our bank colleagues who work on a flexible basis, often to cover busy periods, sickness or annual leave.

Our Values

We are extremely proud of our heritage in private healthcare and of our values as an organisation:

Driving clinical excellence

Doing the right thing

Caring is our passion

Keeping it simple

Delivering on our promises

Succeeding and celebrating together

Our people are our difference; it's their dedication, warmth and pursuit of excellence that sets Spire Healthcare apart.

Closing Date If we have received sufficient applications, this date may be brought forward so please submit your application as soon as possible.

For us, it's more than just treating patients; it's about looking after people.

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