

Medical Records Administrator (Bank)

Apply Now

Company: Nuffield Health

Location: Chichester

Category: healthcare-practitioners-and-technical

Medical Records Administrator (Bank)
Chichester Hospital | Administration | Bank | Part time
£12.25 per hour

Nuffield Health is here to take care of the nation's wellbeing. But to keep doing the right thing for customers and patients, our colleagues need the right level of support. That's why we're looking for someone who brings a blend of strong administration skills and a passion for exceptional customer care to join us.

As a Medical Administrator at our Chichester Hospital, you'll bring a keen eye for detail, strong administration skills and great communication abilities. You're proficient with Microsoft Office, comfortable working with numbers and you're committed to providing our teams with the best level of support.

As a Medical Records Administrator, you will:

- Deliver high-quality administration support
- Compile daily clinic lists for Outpatients, Admissions and Pre Operative appointments
- Prepare inactive files to be transferred to Off site storage
- Enjoy the satisfaction of providing truly exceptional customer service
- Be able to prioritize a busy workload
- Keep calm under pressure and remain professional at all times

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 Holiday in line with the Working Time Directive, Access to our Pension Scheme and discounted gym membership at £15.00 a month.

Working on the bank means you are not contracted to a set number of hours per week but instead work on an ad-hoc basis to suit the needs of the business and your availability.

Nuffield Health Chichester

Nuffield Health Chichester Hospital is a 30 bedded hospital within walking distance of the city centre with free onsite car parking. The hospital has two laminar flow operating theatres, a JAG accredited endoscopy unit and two minor treatment rooms in the outpatient department. There is a small radiology department and CT/ MRI services are provided in a mobile unit. Inpatient physiotherapy is provided within the hospital whilst our outpatients attend the fitness and wellbeing centre at Chichester gate for their follow up physio and hydrotherapy treatments. Our main speciality is orthopaedics. We also care for patients needing treatment within the specialties of gynaecology, urology, general surgery, plastic surgery, ophthalmology max fax, and pain. We provide outpatient services for dermatology, cardiology, neurology, and rheumatology.

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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