

Medical Records Administrator

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Company: Spire Healthcare

Location: Bristol

Category: healthcare-practitioners-and-technical

Administrator - Medical Records | Medical Records/Customer Service/Admin | Bristol | 37.5 hours per week | Competitive salary plus fantastic benefits

Spire Bristol Hospital are looking for an experienced Administrator to support our fantastic Medical Records department. You will be working on a rota covering 9am-5pm Monday to Sunday (5 out of 7 days on a rota).

Duties and responsibilities:

Our Medical Records team are primarily responsible for the preparation, tracking and accurate storage of all medical records for the hospital. Your tasks will include preparation of records prior to outpatient clinics, transportation to the relevant department and filing once complete. Due to the high number of appointments the hospital completes on a daily basis this is a busy, fast paced role that requires meticulous attention to detail and accuracy.

Who we're looking for:

Previous administration experience is essential

Good computer literacy

Someone with a strong attention to detail who can work accurately under pressure

You will need to be comfortable with the often physical nature of the role

you will be able to work flexibly and be reliable/hardworking

Benefits:

We offer employees 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

Save an average of £50 per month with our free onsite car park

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