

## Medical Records Administrator

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Company: Nuffield Health

Location: Guildford

Category: healthcare-practitioners-and-technical

## Medical Records Administrator

Guildford Hospital | Administration | Fixed- Term | Full Time

£23,887.50 per annum

37.5 hours per week

We have an exciting opportunity for an experienced Medical Records Administrator to join our Guildford Hospital. You will be operationally responsible for the management, creation and delivery of records within the hospital for a variety of clinical areas.

Together with the Reception, Business Administration and Ward Administration Leads, you will be responsible for the day to day records management to the various

clinical departments including specialist support for Oncology, Imaging and Outpatients.

You will ideally have a some experience working in a similar healthcare role, preferably within private healthcare. Along the way, you will build strong relationships with consultants, hospital senior leaders, a wide range of healthcare professionals and of course, patients.

Working collaboratively alongside the clinical management teams, you will ensure patients benefit from the best possible service while supporting efficient and streamlined business processes.

### **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 free private healthcare to gym membership, a cycle to work scheme and more. At Nuffield Health, we take care of what's important to you.

## **Nuffield Health Guildford Hospital.**

Nuffield Health Guildford Hospital provides high-quality healthcare working with leading Consultants to offer a range of services and treatments for preventing, diagnosing and treating a wide array of medical conditions and offer a wide range of complex surgery and services. We are proud to have received a good rating from the health care regulator, the Care Quality Commission (CQC).

Our facilities include 49 en-suite patient bedrooms, 4 operating theatres, acute dependency and oncology units. We've been awarded the Macmillan Quality Environment Mark for cancer care and our Endoscopy service has achieved JAG accreditation. Our site is shared with an NHS Trust hospital, giving us access to their facilities. The working atmosphere is highly professional and stimulating, yet friendly and collaborative like that of a large family unit. The hospital is easily accessible from the A3 or M25 and we are located about 1.5 miles from Guildford town centre.

### **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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