

Medical Records Assistant

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Company: Spire Healthcare

Location: Cambridge

Category: healthcare-practitioners-and-technical

Medical Records Assistant | Administration | Full Time, 37.5hrs p/week | Monday - Friday, 09:00 - 17:00 | £11.45 p/hour | Impington, Cambridge | Free Parking |

Excellent Benefits

Spire Cambridge Lea Hospital are recruiting for a Medical Records Assistant to join their established team at their site based in Impington. The purpose of this role is to act as team member in the Medical Records department in order to contribute to the customer services processes by maintaining an efficient medical records system whereby all patient paper records are filed accurately, stored securely and can be easily retrieved and traced. All patients undergoing treatment at Spire Cambridge Lea Hospital have a medical record folder with the relevant forms and documents filed in the appropriate sections, and it is your responsibility to ensure that this is kept up to date up to date, complete patient record is available and accessible on the day of the patient's admission to hospital or to clinic as appropriate.

Duties & Responsibilities:

To ensure that all medical records are collated correctly and filed accurately and available for use as needed within the hospital environment.

To comply with any requests for the retrieval and delivery of records – including medico-legal requests.

To maintain an effective tracking system for medical records.

To ensure that lists for out-patient clinics are up to date and reflect current/day to day activity within the hospital clinics/admissions and are delivered to the department prior to the

clinic/admission.

To oversee timely preparation of all records and paperwork related to an out-patient clinic ensuring that files are securely prepared and checked pre-issue.

To comply with all hospital policies.

To attend all mandatory training courses and others where required.

To assist with requests for information from organisations outside the hospital in accordance with the Data Protection Act guidelines, including Subject Access Requests (SARs) and information sharing requests.

To assist in the ordering of medical records from off-site using web based ordering system and to supervise archiving of patient records in accordance with legislation.

Maintain on-site records in order to ensure availability for agreed timescales dependent upon patient type (. 3 months or longer as applicable to patient type).

Co-ordinate regular archiving to NDC ensuring all records are traceable within the electronic system (bar-coding for transfer to NDC).

What we are looking for:

Comes with current/recent administration and customer service experience.

Ability to manage own workload including planning, organising, prioritising and problem solving

Fully IT literate and a highly competent user of MS Office, ability to learn bespoke CRM system.

Excellent interpersonal and communication skills.

Ability to build and maintain effective working relationships, both internally and externally

Confident telephone manner being able to communicate with a wide range of customers.

Ability to act with tact and discretion and appreciate the confidentiality implications when dealing with personal information

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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