

## Medical Records Officer

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Company: Circle Health Group

Location: Windsor

Category: healthcare-practitioners-and-technical

### **Applicants should meet the following criteria:**

Maths, English GCSE at grades A to C or equivalent functional skills level 2 evidence.

Proficient in the use of a PC, including the use of software and systems

Previous experience in a Hospital setting

Working within a team

Customer service experience

### **Duties of this role include:**

It is the role of the Medical Records Officer to provide a comprehensive set of Medical notes to include both Inpatient and Outpatient activity for the complete patient journey, namely the Single Patient Record (SPR) within the agreed Hospital SLA. To store, file and track the records both in and out of the Department in line with local process.

To provide upon request notes for Clinical Governance, Audits, Secretaries and Consultants, following the Information Security Policy. The Medical Records Officer is responsible for the handling of confidential information and should follow guidelines at all times.

Operate strictly within Data Protection Act legislation and data protection policies

Preparation of Medical Records for Outpatient Clinics, Pre Assessment clinics, Telephone Pre Assessments and Admissions within the agreed SLA and according to local process

and acute attention to detail

## **Salary & Benefits**

Circle Health Group is committed to offering competitive starting salaries and access to a wide range of employee benefits, including:

25 days holiday per year + bank holidays, increasing to 30 days with service

Private Pension Scheme

Private Healthcare Scheme for treatment at our hospitals, covering pre-existing medical conditions

Friends & Family Hospital Discounts

Family Friendly policies, including enhanced Maternity, Paternity & Adoption pay

Non-contributory life insurance

Staff engagement hub with access to discounts and extensive rewards and voluntary benefits

Access to resources, tools and services to support your wellbeing

Employee recognition programmes

Industry leading training and development opportunities

...and much more!

Circle Health Group is committed to creating a diverse workforce offering inclusive opportunities for all our colleagues. Our definition of diversity goes beyond the established characteristics protected by the Equality Act, as we strive to attract candidates with diverse experiences, backgrounds, identities or expressions, skills, work styles...and more.

Circle Health Group is proud to be a Gold member of the Armed Forces Covenant, and we welcome applications from members of the Armed Forces Community. We are also part of The Valuable 500 and we pride ourselves in being a Disability Confident Employer.

We're passionate about creating an environment where our people can thrive, grow and develop professionally and personally. Our principles and values guide our colleagues to be **selfless** **compassionate** **committed** **collaborative** **brave** **agile** **tenacious** and **creative** and are at the core of our purpose and culture.

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