

Scanning Operator

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Company: Adecco

Location: Bedford

Category: other-general

Adecco are currently recruiting for specialist administrators to join our key multi-national corporate client. Working within the medical records warehouse at Bedford Hospital.

Basic information

Based at- Bedford Hospital- Medical Records Library, Britannia Road, Bedford, MK42 9DJ

Start date asap

Working hours- full time position 37.5 hours a week working 7am-3pm Monday to Friday with 30 minutes break each day.

Preferred experience-

Ability to work effectively with and without supervision and as a part of a team.

Sensitivity to and experience of handling Medical Records and an understanding of Case Note structure and up to date policies governing filing of documentation within Patient Case Notes.

IT Literate - confident while using Microsoft Word and Excel

Ability to undertake training to become competent to operate high-resolution scanners and hand held scanners to required level.

Ability to understand and follow oral and written directions.

Please note this is a high target driven role.

Parking- Discounted onsite parking if live over 1 mile from the hospital

Training- Two weeks training provided.

Responsibilities

1

Prepare Event Notes ensuring correct batch header sheets or intelligent bar code in place according to scan and preparation guidelines.

2

Guillotine booklets as part of preparation for scanning process and where necessary to scan long documents as part of scan process

3

During scanning use of on screen stamps to identify documents within the medical record that are of poor quality.

4

Remove any items deemed as unscannable as per the preparation guidelines.

5

Operate high-resolution scanner to meet quality assurance standards policy ensuring all scanned images are of good quality

6

Collection of Event Notes from Collection points, to agreed schedule dependent on priority and scan receipt

7

Checking the quality of the images as the medical record is passing through the scanning device. Ensuring that any issues with the image quality are amended prior to the record being released for Quality Assurance.

8

Clean and maintain the scanning device and escalating any device issues to Team Leader in a timely fashion.

9

Complete Quality Assurance process as determined by quality assurance standards policy to minimum 10% of overall scanned volumes, or as determined by Team Leader

10

Report all issues identified with the preparation and scanning of Event Notes or the operation of the scanners to Team Leader for resolution

11

Respond to requests for Urgent and/or emergency scans by interrupting normal workflow to prioritise Urgent requests as necessary

12

Answer general enquiries and face to face enquiries to the department.

13

Assist new staff by showing them the correct working practices and ensuring they are

confident to carry out these new practices

14

Undertake all mandatory training as required by role, to include Xerox Business Ethics and Information Security training and any NHS/Trust training as necessary to maintain standards of service to current Health Records procedures and practices. This will include recording data quality on manual and computerised systems in accordance with agreed policies and procedures.

15

Provide absence cover where required for other members of staff within the Department.

16

Carry out any other duties that fall within the grade for this job.

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