

## **Job description**

### **Administrator (Patient Records)**

#### **Priory Medical Centre, Acomb (YO24)**

Do you have proven experience of working in administration? Or are you looking for a role that helps build a career in administration, developing skills that last a lifetime?

Would you be interested in working in our supportive and friendly Administration Team?

An exciting opportunity has opened in our Patient Records (PR) Team that might be a great fit for you!

#### **What are the responsibilities of an Administrator in the PR Team?**

Day-to-day administrative duties include, but are not limited to, scanning and work-flowing letters from other health services, processing notes and filing paper records, processing deductions for patients who have left the practice and dealing with internal requests such as stationary, paper records or post.

Our administrators also demonstrate excellent customer service, as they work closely with colleagues and patients.

At Priory Medical Group, we will proudly support your growth and development throughout your career.

**Priory Medical Group (PMG) is an award winning large multi-site training practice based in the beautiful city of York. Our team is made up of an experienced and varied work force doing their very best for our patients.**

Here at PMG are looking for people with

- Excellent team work and communication skills, demonstrating a 'can-do' attitude and positive outlook towards work
- High attention to detail and good prioritisation allowing you to work to team targets
- Good customer service skills
- Competent in the use of PC based technologies including Microsoft Outlook, Word. Full training will be given for in-house systems and you may also attend several external medical terminology training courses

- Previous experience in a similar role is desirable but not essential

**Hours: 37.5 hours per week, Monday - Friday**

If you are keen to develop your skills while working as part of a close knit team in a fast paced environment where no two days are the same, then please apply by submitting your CV.

You could help make a real difference to people's lives.

Want to find out more about us? Please visit <https://www.priorymedical.com/vacancies.html>

PMG is committed to equality and diversity and welcomes applications from candidates with disabilities and/ or from Black, Asian and minority ethnic backgrounds

**Health. Care. Together.**

Job Types: Full-time, Permanent

Salary: From £10.25 per hour

Benefits:

- Company events
- Company pension
- Employee discount
- Free parking
- On-site parking
- Sick pay
- Store discounts
- Work from home

Schedule:

- Monday to Friday
- No weekends
- Overtime

Ability to commute/relocate:

- York, YO24 3WX: reliably commute or plan to relocate before starting work (preferred)