

## Job Description

### **Referral Management and Private Client (RMPC) Administrator**

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

#### **What are the responsibilities of a RMPC Administrator?**

We undertake a range of administrative tasks to provide excellent medical care for patients, delivering the best customer service for our patients and customers.

These tasks include processing referral letters, completing various forms and reports, processing insurance and solicitor reports as well as efficiently and accurately obtaining information as required by our team of clinicians.

Our RMPC administrators also deal with email, telephone and face-to-face queries, dealing independently with patient and customers' needs.

**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 a highly-skilled, 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
- Ability to be discreet and respect patient confidentiality
  
- Previous experience in a similar role is desirable but not essential

#### **Hours: 37.5 hours per week**

If you are keen to develop your skills while working as part of a close knit team in a fast past 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 £10.50 per hour

Benefits:

- Company events
- Company pension
- Cycle to work scheme
- Employee discount
- Free parking
- On-site parking
- Sick pay
- Work from home

Schedule:

- Monday to Friday

Ability to commute/relocate:

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