

## Medical Secretary

We are looking for an experienced Medical Secretary to work in our busy GP Practice.

The ideal candidate will need to have good keyboard and audio typing skills, have high attention to detail and be able to work on their own initiative as well as part of the practice team. You will also be able to prioritise the workload on a daily basis.

Excellent communication skills are essential, and to be able to be understanding, approachable and compassionate whilst being aware of strict confidentiality.

This is a full time position, and previous secretarial experience is essential.

### Main Duties include:

Audio Typing of referral letters using Lexacom

Dealing with 'tasks' on SystmOne which include typing referrals, Advice & Guidance, contacting hospitals etc

Typing of letters to Solicitors/Insurance Companies

Dealing with telephone calls from patients and hospitals

Sending via email referral letters and referral forms, and dealing with all incoming emails

Booking two week wait referrals, urgent referrals, Ophthalmology referrals and Advice & Guidance using the ERS system and checking the worklists

Sending Provide e-referrals

Taking Minutes of meetings and preparing Agendas

Dealing with bereaved families and liaising with undertakers and the coroner's office regarding all paperwork involved with the death of patients in their own homes or a care home

Keeping contact details for hospitals and other providers up to date

This is a full-time position working 37.5 hours per week.

## Contact and apply to

**Danielle Towler**

**01621 876433**

**[longfieldmc@nhs.net](mailto:longfieldmc@nhs.net)**

**Longfield Medical Centre, Princes Road, Maldon, CM9 5DF**