**EYNSHAM MEDICAL GROUP**

**Job Description – Medical Secretary**

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| **Job Title:** | Medical Secretary |
| **Responsible to:** | Practice Manager |
| **Responsible for:** | N/A |
| **Job Purpose:** | To provide an efficient and timely secretarial and administration service to the doctors, Practice Manager and other team members. |

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| **Duties and Responsibilities** |
| **Secretarial Duties** |
| **1.** | Make referrals via the e referral software |
| **2.** | Type letters, reports and other documents as required by the partners, Practice Manager and other team members |
| **3.** | Liaise with hospital and community departments regarding patient care, appointments, etc, incorporating e-referrals |
| **4.** | Ensure telephone enquiries are dealt with in a courteous and timely manner |
| **5.** | Maintain referrals database |
| **6.** | Compile medical reports for insurance companies, solicitors, etc |
| **7.** | Invoice 3rd parties for medical reports |
| **8.** | Undertake photocopying as required |
| **9.** | Filing |
| **Administration Duties** |
| **10.** | Action tasks as required |
| **11.** | Monitor progress of 2 week cancer referrals |
| **12.** | Provide holiday/sickness cover for each other as required |
| **General** |
| **13.** | Observe health and safety guidelines at all times |
| **14.** | Any other reasonable duties that may be required from time-to-time |