



Department: Data Team
Job Title: Data Team Administrator
Reports to: Data Team Manager
Responsible for: N/A
Date Written: July 2017
Date Revised: February 2018

Purpose and Scope:

The post holder will provide administrative support to the Practice working within the Data Team.

The post holder will provide a high quality service within the Practice and will contribute new ideas to improve and enhance the team's performance.

The post holder will communicate effectively with patients, carers and team members, recognising that alternative methods of communication will be required on occasion.

The nature of this post requires confidentiality to be of paramount importance at all times.

Responsibilities:

1. To fully register new patients and patients who are seen at the practice on a temporary basis.
2. To scan hospital letters onto the patient record and read code any relevant information adding pertinent information to chronic illness templates.
3. To process electronic letters received from various sources, tasking Doctors and the prescription team if action is required.
4. To check the daily Links (EDI's) and action any amendments.

5. To action change of address forms, name changes and enter reminders onto patient records.
6. To sort degraded information, code letters and task the Prescriptions Manager re medication if required with GP2GP transfers.
7. To deal with any Health Authority/PCSE queries regarding medical records or registrations.
8. To ensure that all new patient records are summarised accurately and deducted patient records are sent off in a timely manner.

Back –Up

9. To send out recall letters for annual reviews with regards to Chronic Illness.
10. To be aware of Child Protection and Vulnerable Adults issues and know how to act accordingly within the guidelines of the Practice's policies for safeguarding.
11. To ensure observance and adherence to the Health and Safety at Work Act 1974.
12. To participate in staff meetings, 1-2-1 meetings and the appraisal scheme and undertake training appropriate to the development of the job role and in line with the Practice's statutory obligations.
13. To work to the agreed standards, policies and procedures and protocols of the Practice and be fully conversant with emergency procedures.
14. To carry out other duties as directed by the line manager/Practice Manager which are consistent with the duties and responsibilities of the post.

Please note this is a new post and as such this job description will change as the job evolves.