

# ELY BRIDGE SURGERY

## **JOB DESCRIPTION**

**JOB TITLE:** CLERICAL OFFICER  
**RESPONSIBLE TO:** PRACTICE MANAGER  
**RESPONSIBLE FOR:**

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## **SUMMARY OF MAIN RESPONSIBILITIES**

To input data and extract information from the clinical system; preparing such regular and adhoc reports as may be necessary for the effective management and audit of practice activity, with particular emphasis on research and health promotion. To provide general clerical support to ensure the smooth running of the practice.

## **MAIN DUTIES**

- To open, date stamp and distribute all incoming mail.
- To input or scan information from patient's hospital reports, letters etc into the computer.
- To process clinically relevant information supplied by external sources, e.g. test results.
- Also ensuring that photocopying incoming mail and outgoing mail and filing are efficiently undertaken.
- To retrieve patients notes for insurance forms, results etc.
- Ensuring the copying and dispatching of insurance reports is promptly undertaken.

## **OTHER DUTIES**

- To provide appropriate cover for other staff during times of absence or other temporary circumstances. This will include providing reception cover.
- To enter locum, and other consultation data onto clinical computer system.
- Dealing with telephone enquiries, messages or any other query that may arise.
- To comply with the total privacy and confidentiality rights of all patients.
- To comply fully with any Health and Safety protocols, and to ensure that all areas are clean, tidy and safe from hazards to colleagues and the public

- Any other duties commensurate with the grade as requested by the Partners, Practice Manager or his/her delegate.

This job description is not inflexible and may be revised to take account of change in workload, staff and innovations.