

Job Description

Job Title: Health Records Clinic Prep Clerk

Band: 2

Department: Medical Records

Hours: 22.5

Reports to: Medical Records Supervisor

Our Vision: To care for you as if you are one of our family

Care for our population

We will seek and seize opportunities to continually improve the quality, accessibility and safety of our services, and the experience we provide. We will support and encourage our local population to live healthier lives.

Develop our people

We will ensure our teams have the skills, capacity and environment to enable them to provide the care they aspire to. We will make our hospital an employer of choice.

Innovate & collaborate

As part of a sustainable Somerset care system, and working with our partners, we will develop and deliver outstanding services, employing new models of care and innovative technology.

Develop a sustainable system

We will manage our resources responsibly to ensure the sustainability of our services and the local care system, without compromising on safety and quality.

Job role:

To initiate the retrieval and preparation of patients' case notes for forthcoming outpatient clinic appointments. Responding to routine and urgent requests for case notes, ensuring that they are complete, up to date and available at the point of patient care, maintaining confidentiality at all times.

- Assist with locating case notes from file and other internal and external locations in preparation for daily clinics.
- Check and prepare notes for clinic appointments or inpatient episodes.
- Reinstate scanned notes when required.
- Deal with internal, external telephone enquiries for notes and patient information.
- Process, transmit and store patient data using the Electronic Patient Record System.
- File paper data and case notes in compliance with current legislation.
- Ensure notes are available for timely delivery to Yeovil District Hospital departments and other NHS Organisations.
- Maintain Confidentiality at all times
- Assist and support the Health Records Department to ensure the delivery of a high quality service.
- Assist with all other duties as specified by the Health Records Supervisor and Manager.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • English Language to GCSE standard or equivalent • NVQ level 1 or equivalent • Numerate 	<ul style="list-style-type: none"> • ECDL or equivalent IT skills.
Experience	<ul style="list-style-type: none"> • Administration 	<ul style="list-style-type: none"> • Experience within the NHS • Knowledge of Patients administration systems
Personal qualities	<ul style="list-style-type: none"> • Good organisational skills • Ability to work to deadlines • Good verbal and written communication skills • Good interpersonal skills at individual and group level • Ability to work on own initiative and organise 	<ul style="list-style-type: none"> •

	own day to day tasks and to work well within a team <ul style="list-style-type: none"> • Good time management 	
Special Requirements	<ul style="list-style-type: none"> • A general level of fitness to enable the post holder to carry out tasks relating to manual handling of case notes and boxes and pushing/pulling trolleys. 	<ul style="list-style-type: none"> •

Relationships	Internal	External
	<ul style="list-style-type: none"> • All internal YDH staff 	<ul style="list-style-type: none"> • Other NHS/Non NHS Providers • Voluntary Agencies

Budget holder:

Line management responsibility for:

Published: