

**FALLODON WAY
MEDICAL CENTRE
JOB DESCRIPTION**

Job Title: Practice Administrator – Maternity Cover

Responsible to: Practice Manager / Assistant Practice Manager

Hours: 37 hours per week

Job Purpose

To contribute to the effective administration of the practice, through providing support and expertise across all administrative areas. This will include workflow, coding, patient chase, private work and assisting the management team.

Main Duties and Responsibilities:

- Workflow for clinical tasks, results and documents
- Coding relevant data on the clinical system
- Updating medical records
- Summarising new incoming paper records

Additional roles and responsibilities may include:

- COVID-19 vaccine and results data quality
- Assisting with private reports and requests
- Assisting with chronic disease recalls
- Assisting with medical research administration
- Working the assistant practice manager with IT related issues.
- Covering “emergency” reception shifts if planned cover has failed.

This job description is not exhaustive you will be expected to carry out other reasonable tasks and projects as requested, from time to time.