



# BERRYCROFT

## Community Health Centre

Empowering our community to achieve greater health and wellbeing

**JOB TITLE:** Workflow Administrator

**LOCATION:** Berrycroft Community Health Centre, In Person

**JOB TYPE:** Part-Time, Permanent

**HOURS:** 26 hours per week

**SALARY:** £13.00 per hour

**START DATE:** As soon as possible

### Role Summary:

A great opportunity is available to join our thriving, friendly, high achieving practice. We're looking for an enthusiastic team player to join our Workflow team, for 26 hours per week.

Workflow Administrators are responsible for the administration of documentation and maintenance of electronic healthcare records across the practice.

### Main duties of the job:

The post-holders ensure documents are scanned and filed correctly within the practice's clinical systems, while also read- coding the relevant information in patient's records. Workflow Administrators will also support the team, providing administrative support as required, in line with the needs of the practice

### What you'll be Doing

- Child Protection Report administration & coding. Chasing up reports.
- Scanning of patient related documentation and post and attaching scanned documents to patient's healthcare records
- Ensuring all documents are managed and filed correctly within the practice's clinical systems, including Docman and EMIS
- Identifying relevant clinical information documented in patient correspondence, read coding appropriately, producing an accurate problem summary and completing any detailed actions
- Summarising patient notes accurately
- Coordinating sending and receiving of patient notes
- Filing and storing records as required, including archiving
- Maintaining accurate administration of PCSE Online system.
- Supporting with general administrative tasks as requested
- Providing support to the Patient Services Team, as needed.
- There may be, on occasion, a requirement to carry out other tasks.

### Criteria (essential/desirable)

- Excellent communication skills (written, oral and presenting)

- Confident with multiple forms of technology
- High attention to detail
- Ability to maintain high confidentiality at all times
- Ability to prioritise and work to tight deadlines in a fast-paced environment
- Ability to work as a team member and autonomously
- Excellent interpersonal skills
- Motivated and proactive
- Confident, assertive and resilient
- Flexible and cooperative
- Ability to work under pressure
- Able to deal with change
- Understanding of clinical coding (desirable)

#### Benefits:

- **Friendly team and supportive environment:** join our welcoming team of healthcare professionals who collaborate with not just our team, but our community through our Collaborative Practice Initiative and Friends of Berrycroft charity.
- **State-of-the-art facility:** work in a new purpose-built centre equipped with modern amenities. Enjoy the convenience of an onsite cafe and childcare providers nearby.
- **Free Parking:** onsite parking and electric car charging ports available
- **On-Site Discounts:** our inhouse coffee shop, staff discount available
- **NHS Pension:** NHS contribution full pension in line with annual salary
- **Blue Light Card Discounts:** discounts available on thousands of brands and services
- **Employee Forum:** have your voice heard and collaborate with our wider team The team has also been instrumental in shaping our recognition framework and contributing valuable input on various initiatives.
- **Employee Assistance Programme (EAP):** 24-hour confidential helpline for all employees providing counselling, legal advice, and information. It is inclusive of employee's immediate family members.