



## **STONEFIELD STREET SURGERY**

**We are looking to recruit an experienced Part Time Medical Secretary to join our team and support our Clinicians. 25 hours a week over 4 days.**

**As Medical Secretary your main tasks are to provide a full medical secretarial service to Clinicians. To type letters and referrals in a busy GP Practice. The post requires excellent communication skills, computer literacy, ability to remain calm when dealing with patients.**

- To type all letters and referrals & provide efficient secretarial service
- To answer patient queries, using tact and diplomacy when dealing with issues of a sensitive nature.
- To liaise with Consultants and their secretaries to resolve patient queries in a timely manner.
- To undergo all mandatory training required i.e. fire, health and safety etc.
- To ensure consistent provision of service during holiday/sickness periods, by providing adequate cover.
- To familiarise with company policies and procedures.
- To assist with any other reasonable duties required.

### **QUALIFICATIONS & EXPERIENCE:**

- Working knowledge of ERS (essential)
- EMIS and Lexacom an advantage
- Excellent communication skills.
- Professional telephone manner.
- A good knowledge of medical, anatomical and physiological terminology.

### **Benefits:**

- 25 days annual leave plus Bank holidays
- NHS Pension scheme
- Free Car park
- Free DBS
- Free Uniform

To Apply send CV and covering letter to Mrs Jo Lees, Stonefield Surgery, Milnrow & Newhey Medical Centre, Newhey Road, Rochdale. OL16 4JF.

**Closing Date: Wednesday 9<sup>th</sup> October 2024**

