

**Medical Note Summariser
Monkfield Medical Practice,
Cambourne, CAMBRIDGE, CB23 6HL**

Monkfield Medical Practice (MMP) is a friendly, modern, forward thinking GP surgery providing sustainable healthcare to Cambourne. We have a cohesive multi-disciplinary team. We are committed to delivering high quality care for our patients and the professional development of the whole team. We have a purpose built Practice, central to the community. We serve a young population.

We have a vacancy for a Medical Note Summariser, to work with a team of two other Summarisers, ideally over 3 days a week.

JOB PURPOSE:

To summarise and read code relevant information from clinical letters and patient notes and update the electronic clinical system by careful and appropriate self-management, and sound judgement. You will ensure an accurate, easily accessible electronic summary of a patient's medical history is available to our clinicians.

It will be your job to:

- Assess and sort patient records and letters in preparation for summarising
- Review medical records and produce accurate summary of the patient's medical history
- Identify and code diagnoses, medical problems and test results in line with protocol
- Accurately Read Code and document information into our data system
- Allocate tasks to relevant clinicians for appropriate actions.
- File and retrieve paperwork, covering all coding and summarising queries as necessary
- Maintain confidentiality of patient data in line with compliance, processes and procedures

As Summariser you will have at least 12 months proven experience in a similar role with previous experience of summarising patient notes. You will possess the following key essential skills and experience:

- An understanding and background in medical terminology
- Methodical, accurate with excellent attention to detail
- Excellent written and verbal communication skills
- Ability to work under pressure and prioritise workload
- Excellent time management and organisational skills
- Self-motivated with the ability to work under pressure
- Proficient user of Microsoft Office packages

The following are not essential but would be advantageous:

- Previous experience of working in a medical practice
- Experience of using System One
- Coding experience

More information:

- Hours 27 per week
 - We have a mutli-Disciplinary team that is 30 strong
 - Our list size is 12000 patients and continues to grow
 - Roles are well supported
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- We have regular team meetings
- We use SystmOne (TPP)
- 27 Days Annual Leave Pro Rata, plus 8 days Bank Holiday Pro Rata
- Salary dependant on skills and experience (hourly rate between £9 to £10.43)

To apply, please send you CV to the Practice Manager Hannah Crisford
h.crisford@nhs.net