

## JOB DESCRIPTION

### Medical Secretary Nairobi, Kenya

Job Information	
Job Title	Medical Secretary
Department and Team	Reception Services
Location	Masanduku Lane, Nairobi, Kenya
Working Hours	36¼ hours within Monday-Friday: 08:30 - 18:00 (some variability may be required)
Position in the Organisation	
Accountable to	Office Manager
Works in conjunction with	All staff in Kenya & Medical Secretary in UK

### Overall Purpose of Job

To provide secretarial support to the clinical team. This involves audio typing, writing letters, updating records and general administration duties. The Medical Secretary needs to develop competence in range of tasks to ensure effective and efficient running of all appointments; accuracy of patients' records; and professional communication with patients, client agencies, doctor's and consultants.

### Key responsibilities and tasks

- Accurate audio typing of medical reports as per diction from doctors.
- Administration of other short medical reports, test results and physical examination reports
- Dispatch of medical reports to patients and their family doctor, according to organisation requirements.
- To establish and maintain filing and administrative systems.
- Arrange and fax specialist referrals to consultants as directed by clinical staff.
- Scan test reports, specialist letters and forms to patients' records on Cross Care.
- Correspond with doctors, patients and organizations by e-mail, telephone and fax as necessary.
- Open and distribute incoming InterHealth post.
- Maintaining accurate records for patients and specialist details.
- Manage the results inbox ensuring all medical results are attached to Cross Care.
- Creates and maintains a working and credit relationship with various medical service suppliers and consultants.

- To provide cover for the receptionist on lunch, tea-breaks and when on annual leave or on sick leave.

### **Confidentiality**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their personal health. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- The post-holder may have access to confidential information relating to patients, practice staff and other healthcare workers. All such information from any source is to be regarded as strictly confidential.

### **Other duties**

- Other tasks appropriate to the post, which may be allocated from time to time following discussion.
- Attending regular meetings with Client Services team